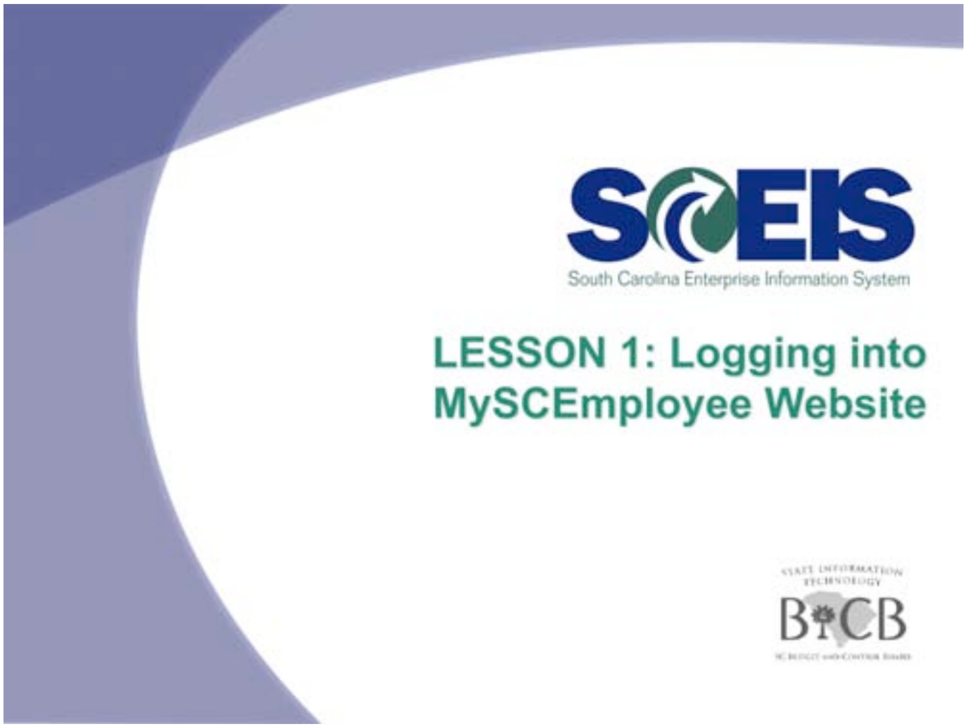
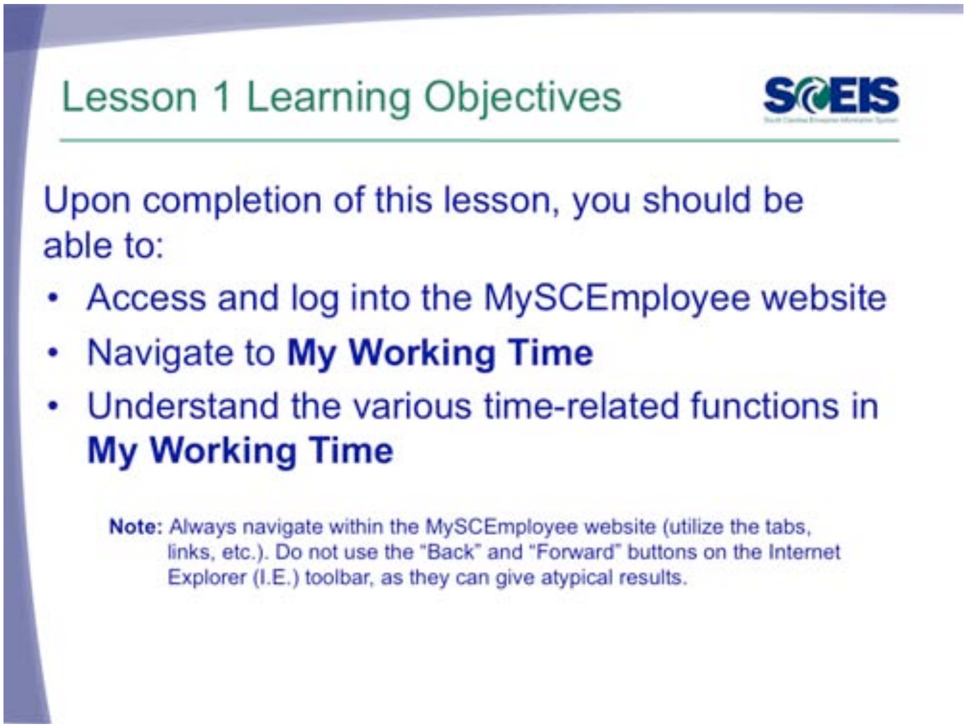


LESSON 1: Logging into MySCEmployee website



Lesson 1 – Learning Objectives

Upon completion of this lesson, you should be able to:

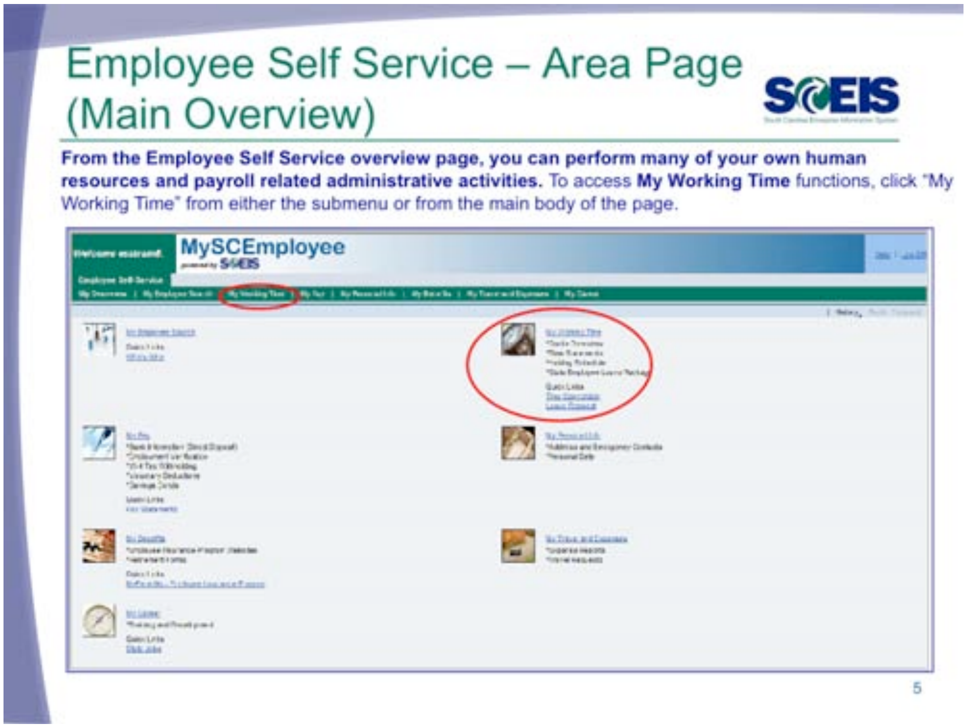
- Access and log into the MySCEmployee website
- Navigate to **My Working Time**
- Understand the various time-related functions in **My Working Time**

Note: Always navigate within the MySCEmployee website (utilize the tabs, links, etc.). Do not use the "Back" and "Forward" buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

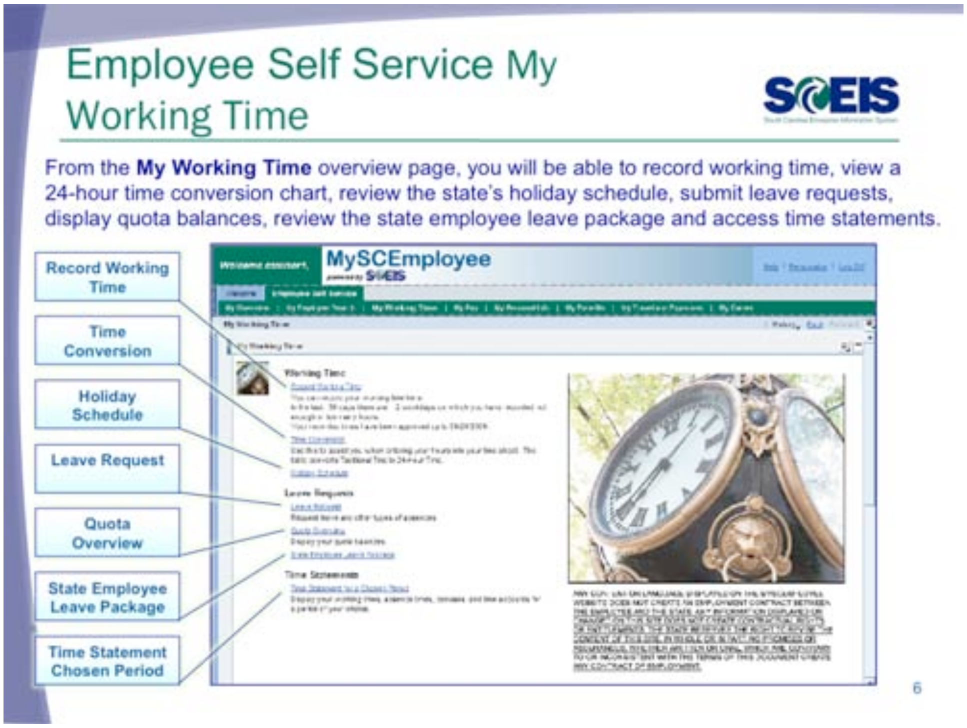
To access the MySCEmployee website:

1. Using your web browser (e.g. Internet Explorer) type https://myscemployee.sc.gov
2. Enter your User ID and Password, which will be provided prior to your agency's go-live date, in the areas indicated.
3. Click the Log On button to be directed to the MySCEmployee splash page

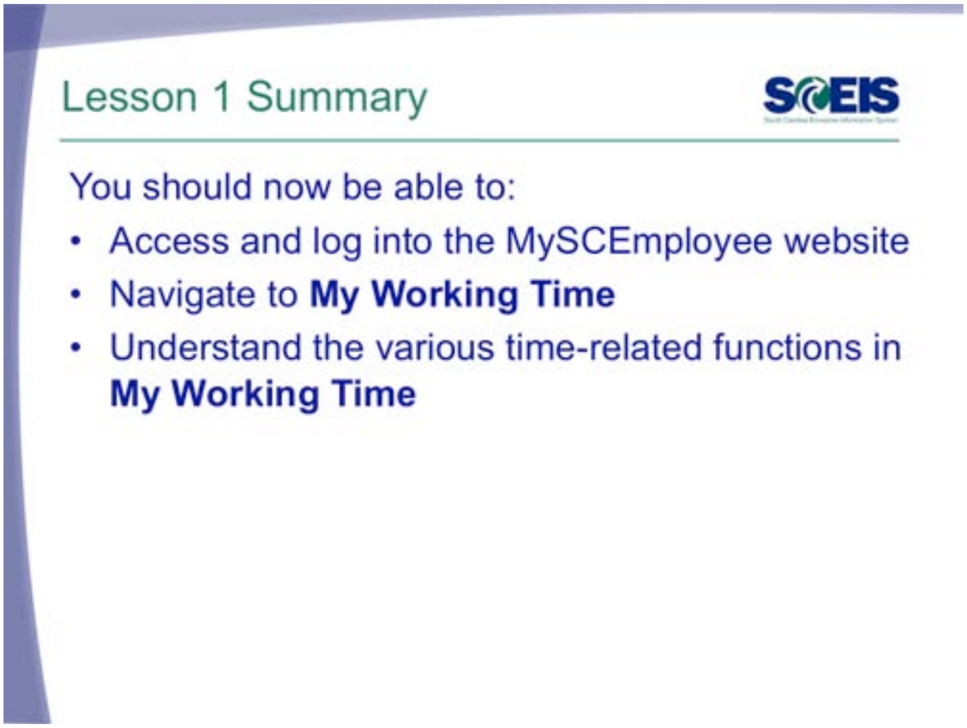
Once you are correctly logged into MySCEmployee, you will see a welcome greeting in the upper left-hand corner of the page. Whenever you log in, we encourage you to check the news of interest section for relevant human resources, payroll and system information and updates. To access the main Employee Self Service page, click the blue Employee Self Service tab, located near the top of the page.



From the Employee Self Service overview page, you can perform many of your own human resources and payroll related administrative activities. To access My Working Time functions, click “My Working Time” from either the submenu or from the main body of the page.



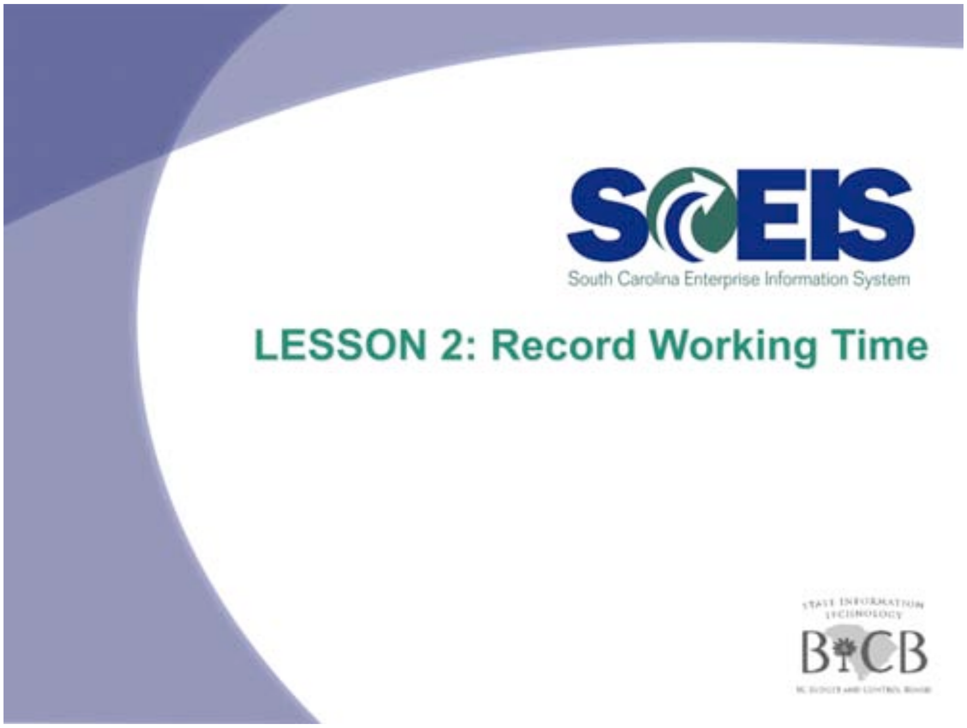
From the My Working Time overview page, you will be able to record working time, view a 24-hour time conversion chart, review the state's holiday schedule, submit leave requests, display quota balances, review the state employee leave package and access time statements.



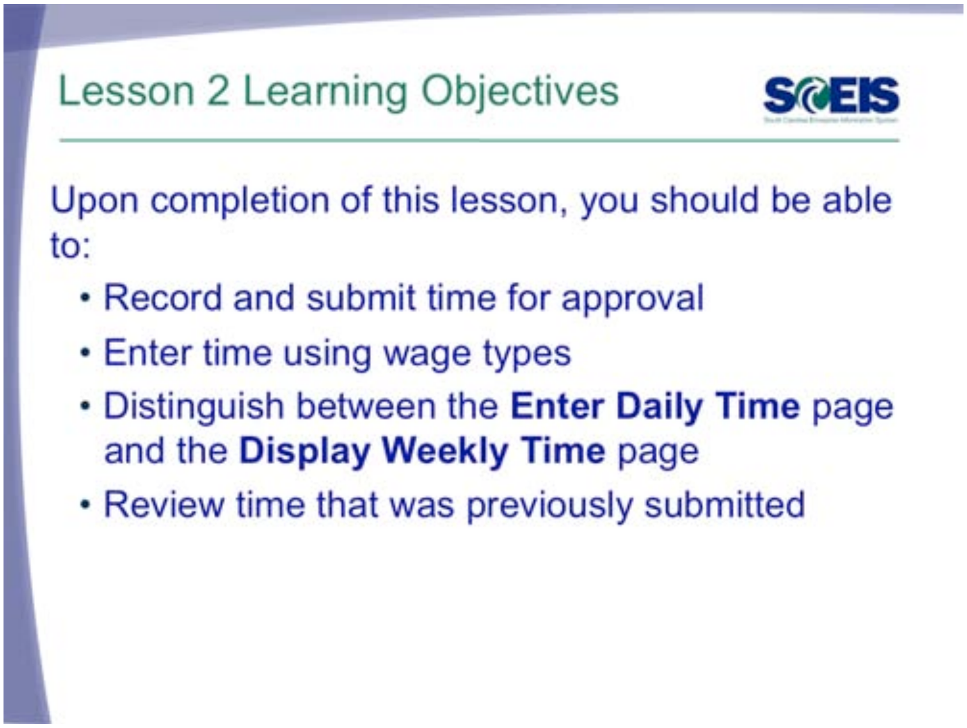
Lesson 1 Summary

You should now be able to:

- Access and log into the MySCEmployee website
- Navigate to My Working Time
- Understand the various time-related functions in My Working Time

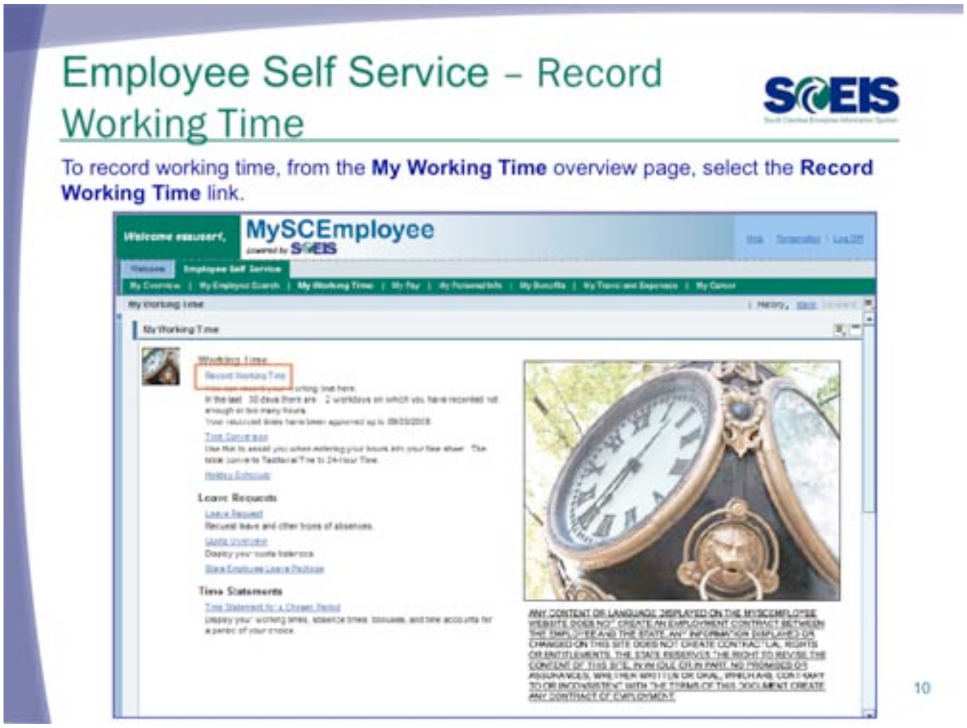


LESSON 2: Record Working Time

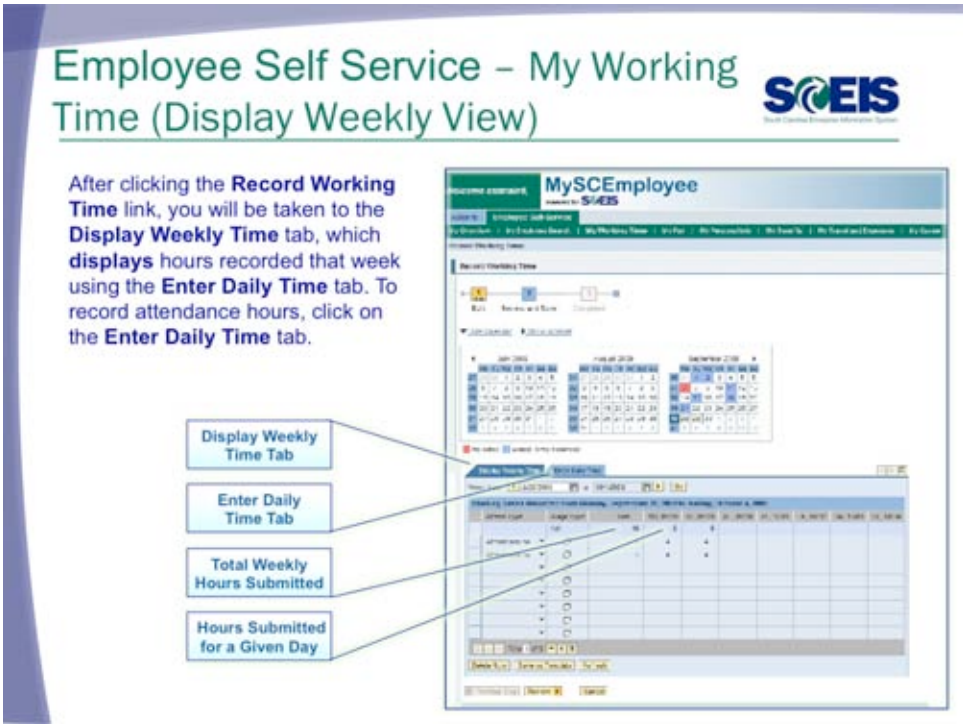


Lesson 2 Learning Objectives
Upon completion of this lesson, you should be able to:

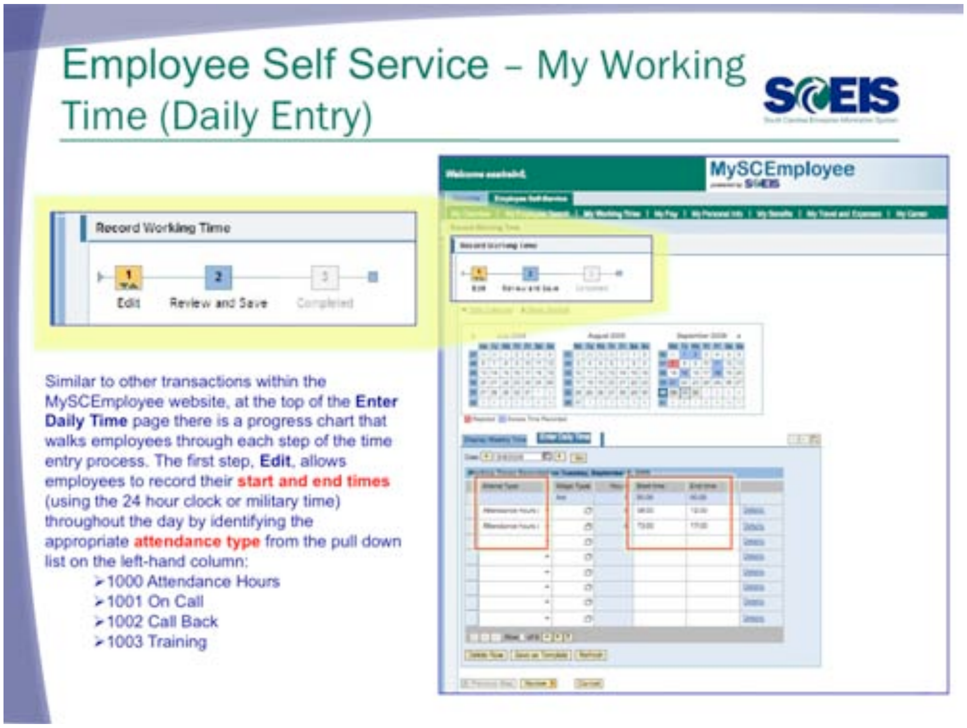
- Record and submit time for approval
- Enter time using wage types
- Distinguish between the **Enter Daily Time** page and the **Display Weekly Time** page
- Review time that was previously submitted



To record working time, from the My Working Time overview page, select the Record Working Time link.

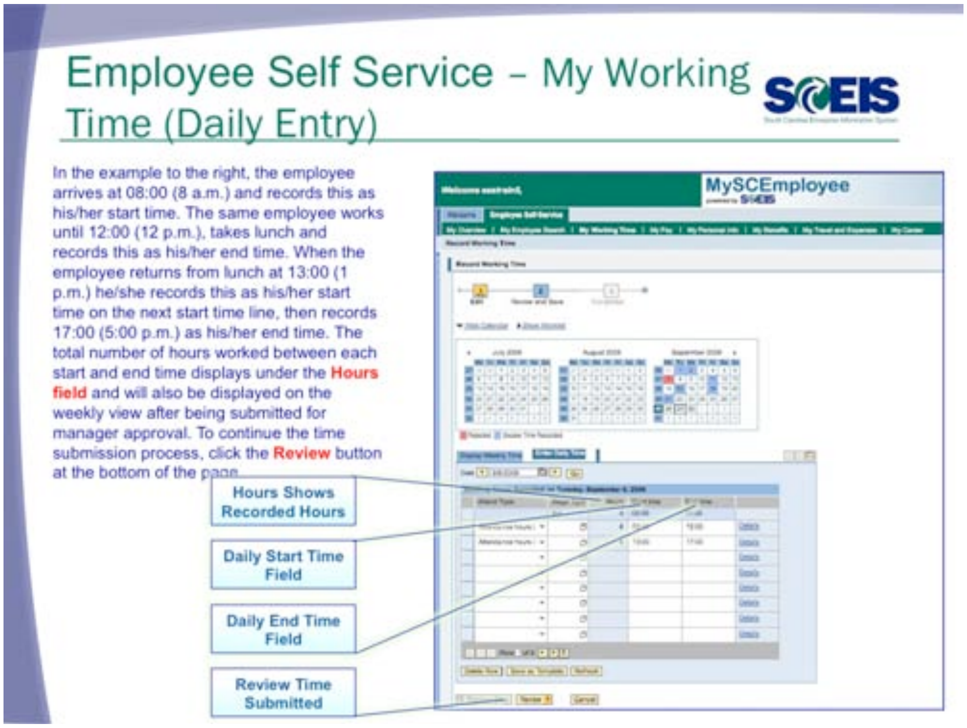


After clicking the Record Working Time link, you will be taken to the Display Weekly Time tab, which displays hours recorded that week using the Enter Daily Time tab. To record attendance hours, click on the Enter Daily Time tab.



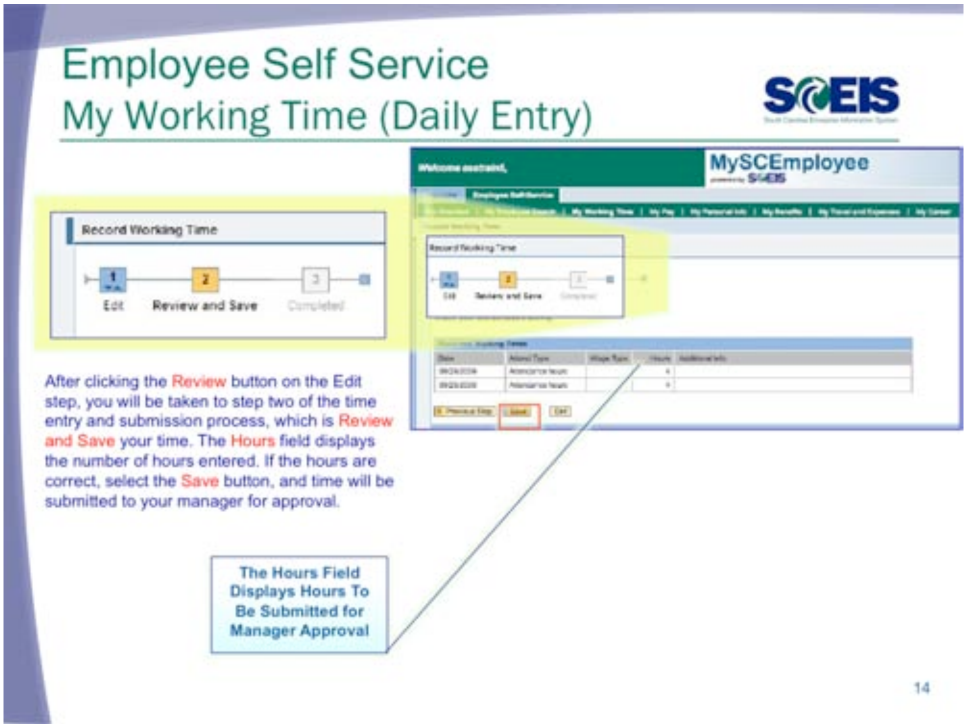
Similar to other transactions within the MySCEmployee website, at the top of the Enter Daily Time page there is a progress chart that walks employees through each step of the time entry process. The first step, Edit, allows employees to record their start and end times (using the 24 hour clock or military time) throughout the day by identifying the appropriate attendance type from the pull down list on the left-hand column:

- 1000 Attendance Hours
- 1001 On Call
- 1002 Call Back
- 1003 Training



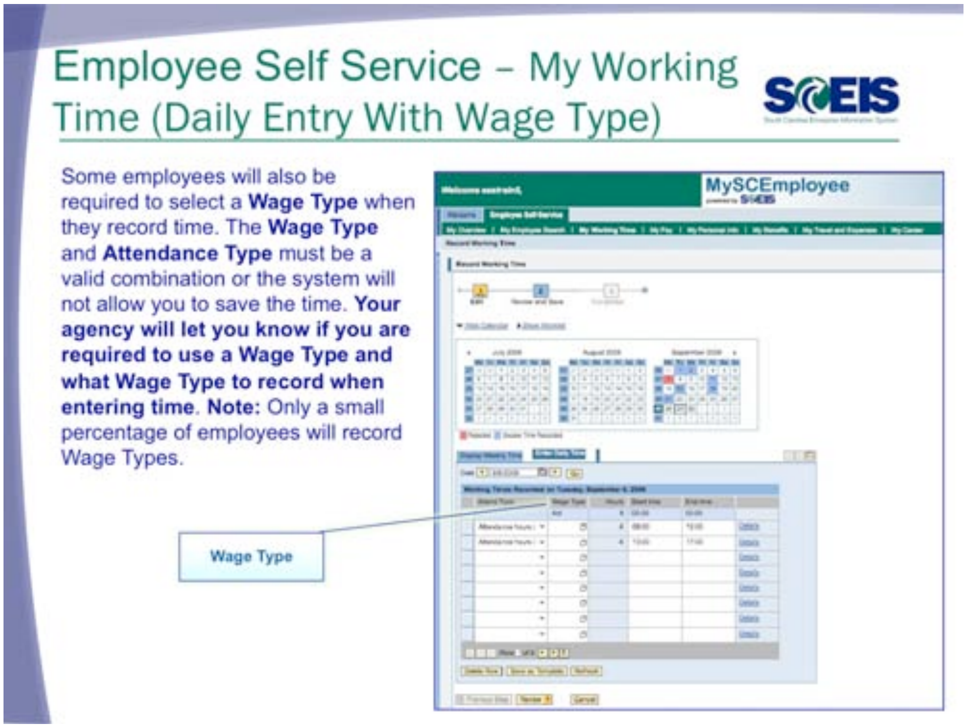
In the example to the right, the employee arrives at 08:00 (8 a.m.) and records this as his/her start time. The same employee works until 12:00 (12 p.m.), takes lunch and records this as his/her end time. When the employee returns from lunch at 13:00 (1 p.m.) he/she records this as his/her start time on the next start time line, then records 17:00 (5:00 p.m.) as his/her end time. The total number of hours worked between each start and end time displays under the Hours field and will also be displayed on the weekly view after being submitted for manager approval. To continue the time submission process, click the Review button at the bottom of the page.

Note: Employees will not be able to enter/change time after 30 days have passed.

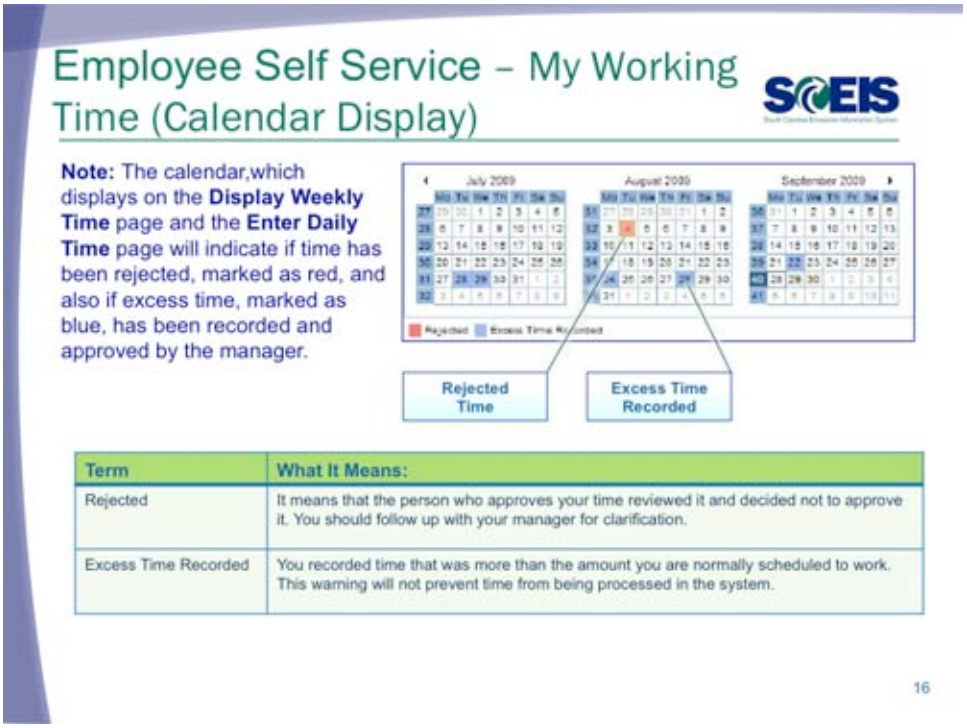


After clicking the Review button on the Edit step, you will be taken to step two of the time entry and submission process, which is Review and Save your time. The Hours field displays the number of hours entered. If the hours are correct, select the Save button, and time will be submitted to your manager for approval.

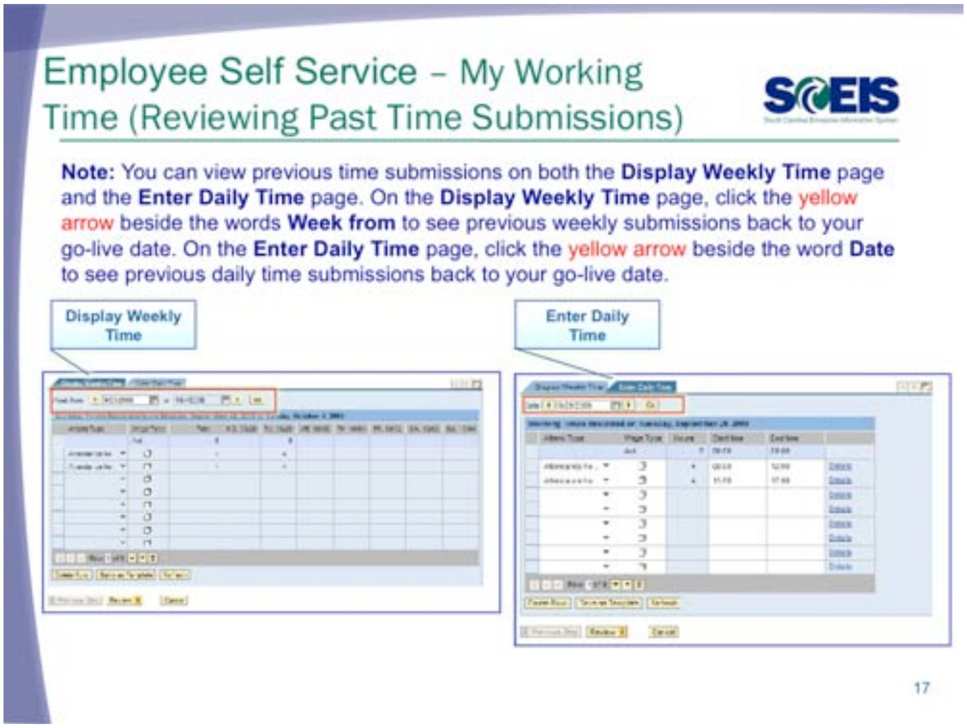
Note: Employees can enter time retroactively up to 30 days. However, no future time can be entered into the system.



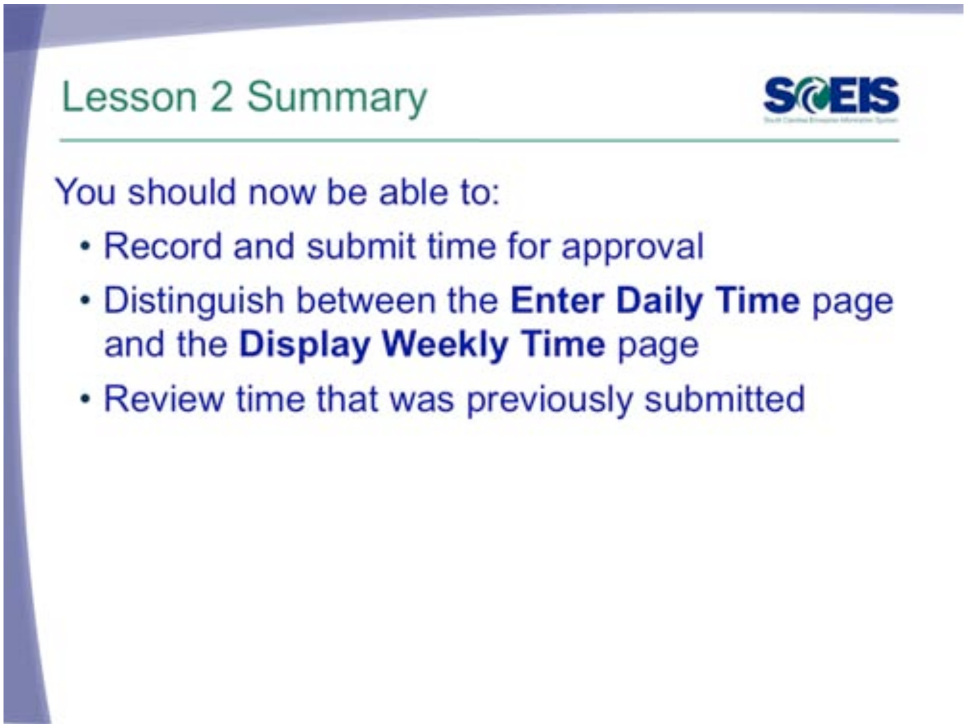
Some employees will also be required to select a Wage Type when they record time. The Wage Type and Attendance Type must be a valid combination or the system will not allow you to save the time. Your agency will let you know if you are required to use a Wage Type and what Wage Type to record when entering time. Note: Only a small percentage of employees will record Wage Types.



Note: The calendar which displays on the Display Weekly Time page and the Enter Daily Time page will indicate if time has been rejected, marked as red, and also if excess time, marked as blue, has been recorded and approved by the manager.



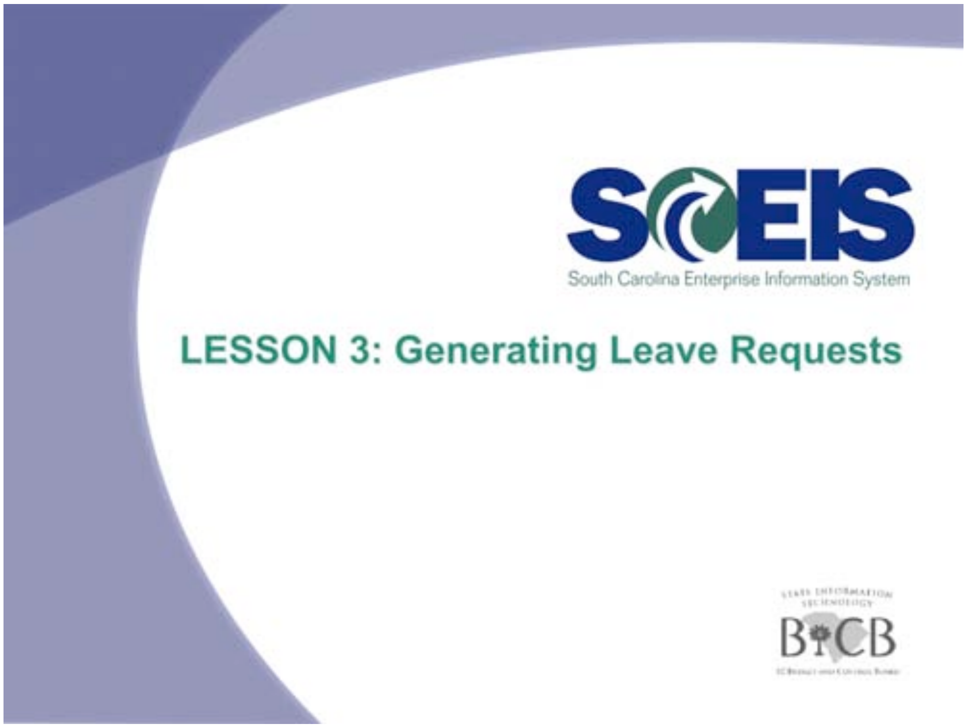
Note: You can view previous time submissions on both the Display Weekly Time page and the Enter Daily Time page. On the Display Weekly Time page, click the yellow arrow beside the words Week from to see previous weekly submissions back to your go-live date. On the Enter Daily Time page, click the yellow arrow beside the word Date to see previous daily time submissions back to your go-live date.



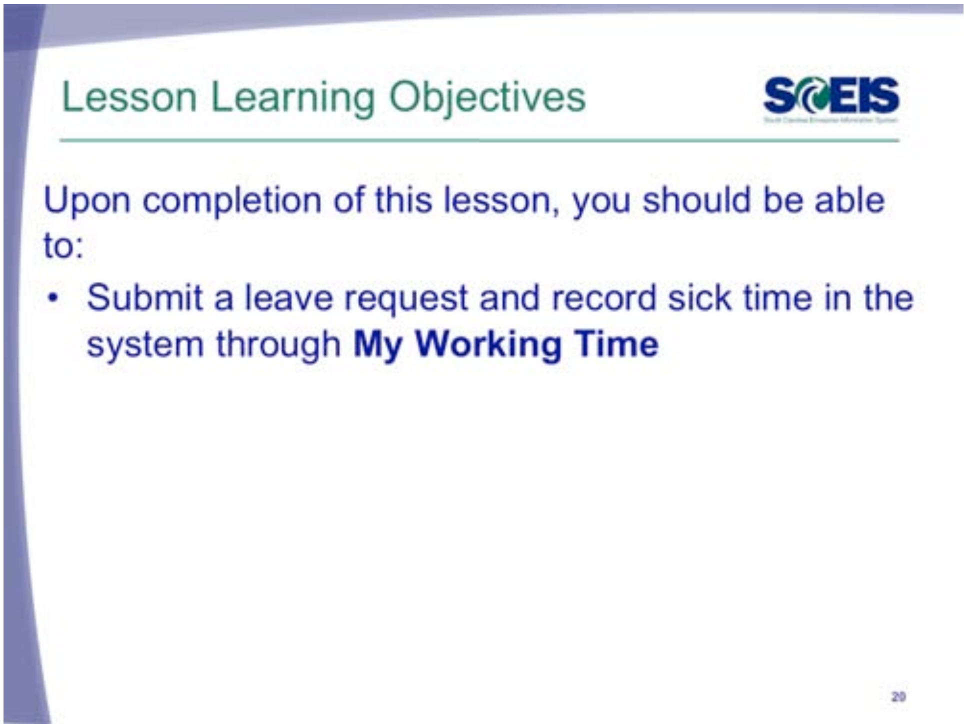
Lesson 2 Summary

You should now be able to:

- Record and submit time for approval
- Distinguish between the **Enter Daily Time** page and the **Display Weekly Time** page
- Review time that was previously submitted



LESSON 3: Generating Leave Requests

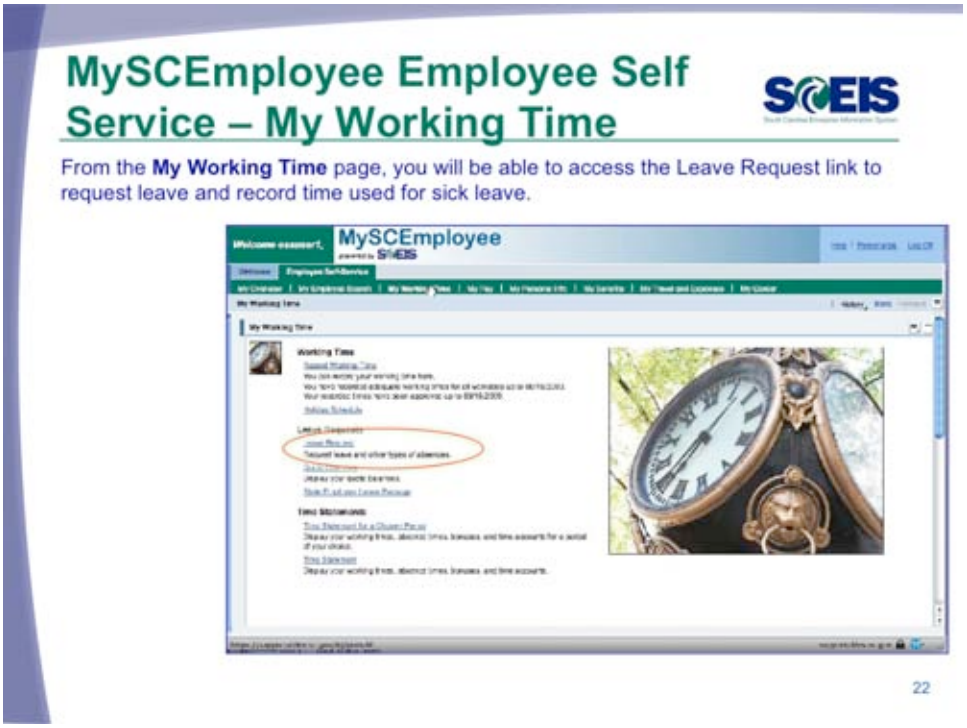


Lesson 3 Learning Objectives

Upon completion of this lesson, you should be able to:

Submit a leave request and record sick time in the system through **My Working Time**

From the Employee Self Service overview page, click on the My Working Time link either from the submenu or from the main overview area, to access this function.



From the My Working Time page, you will be able to access the Leave Request function to request leave and record time used for sick leave.

- Employees will use this to request leave, such as annual leave and comp time, and to record sick time taken

- Managers will approve the requests in Manager Self Service

- Similar to other transactions within the MySCEmployee website, at the top of the Leave Request page there is a progress chart that walks employees through each step of the leave request process. The first step, Display and Edit, allows employees to identify the: type of leave to be used; dates leave will be taken; time or duration of the request; the approver; as well as a place to include a note for your approver.

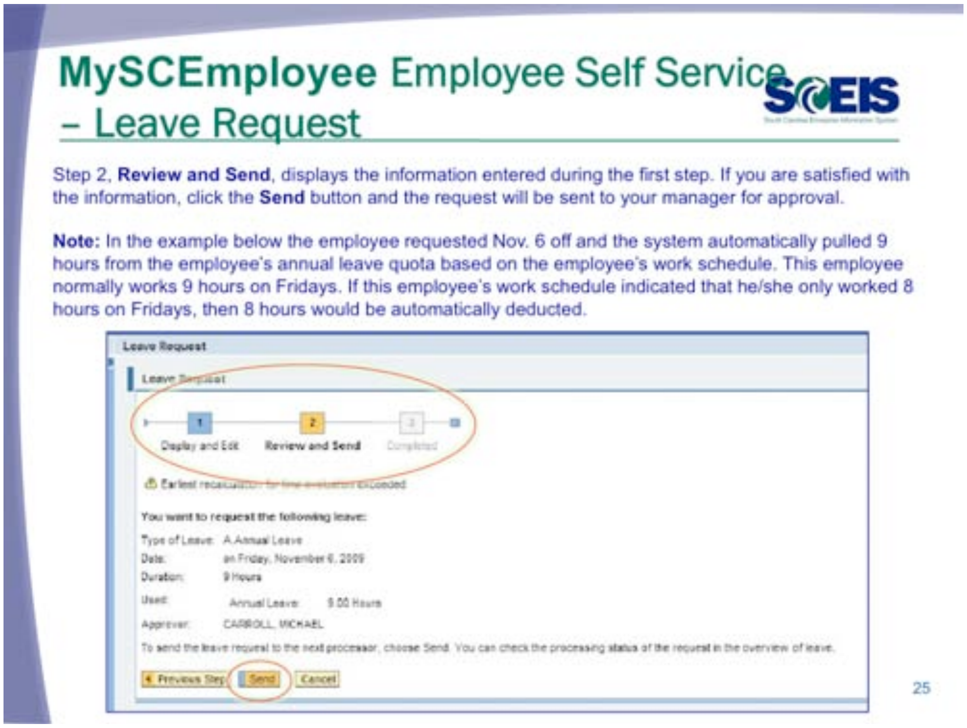
Note: The time or duration fields should only be completed if the employees is requesting a partial day of leave, otherwise the duration will be calculated based on the employees work schedule.

The Approver field will default to the employee's direct supervisor, but this may be changed to another manager/supervisor within the employee's organization unit. The approvers should only be changed if the employee's direct manager is unavailable to review and decision the request.

To change the Approver, click the button to the right of the Approver field.

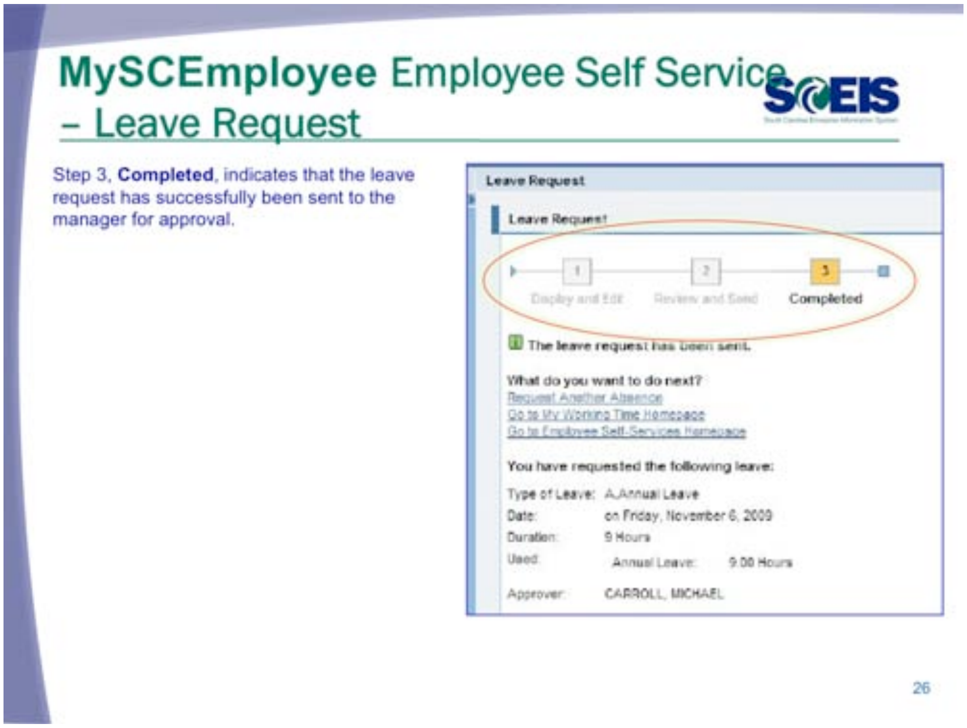
Next, enter the Last Name, Personnel Number or User Name of the desired approver in the appropriate fields and then click the Go button. Then click the button to the left of the desired approver's name.

Once the new approver is selected, you will be returned to the Leave Request screen, the next step is to click the Review button.



Step 2, Review and Send, displays the information entered during the first step. If you are satisfied with the information, click the Send button and the request will be sent to your manager for approval.

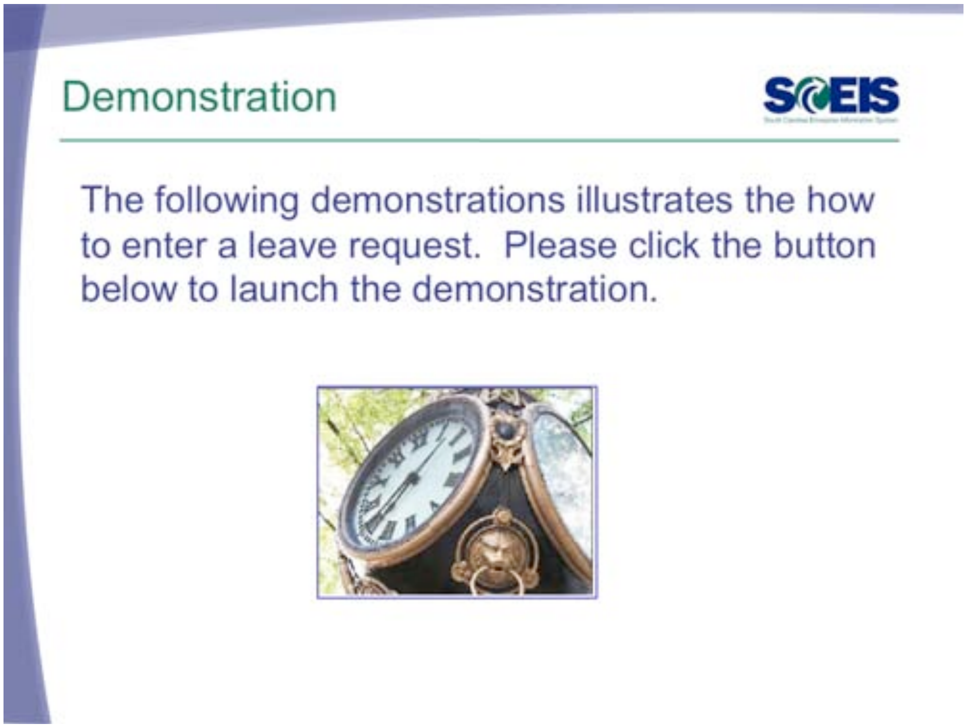
Note: In the example below the employee requested Nov. 6 off and the system automatically pulled 9 hours from the employee's annual leave quota based on the employee's work schedule. This employee normally works 9 hours on Fridays. If this employee's work schedule indicated that he/she only worked 8 hours on Fridays, then 8 hours would be automatically deducted.

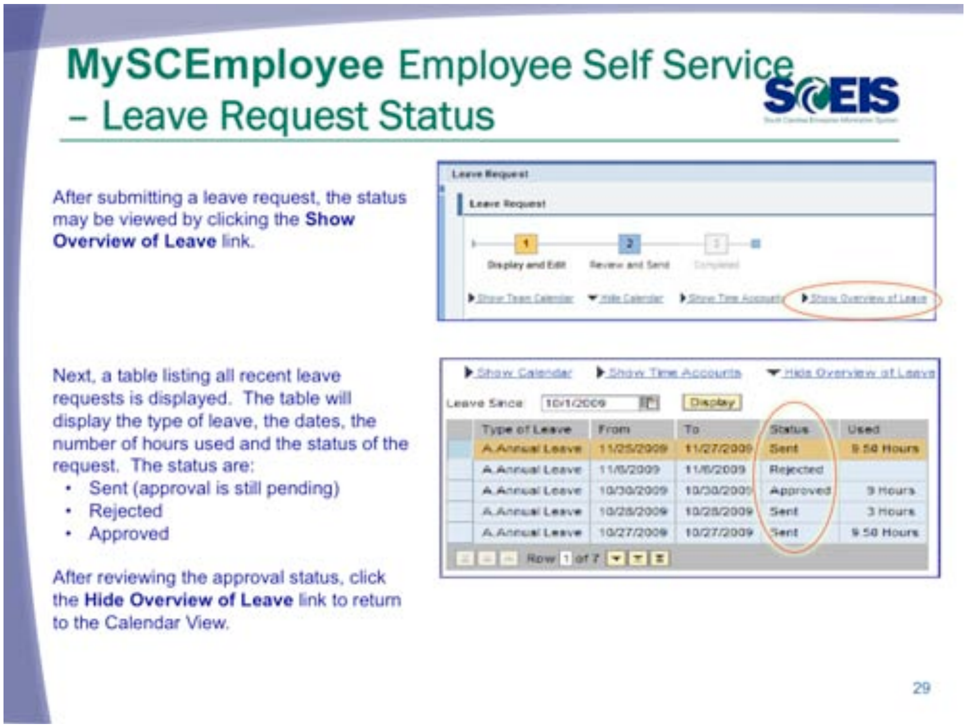


Step 3, Completed, indicates that the leave request has successfully been sent to the manager for approval.

The calendar, which appears on the main leave request page, displays leave requests that have been approved in blue, and those that have been submitted for approval in pink.

Note: A newly entered leave request will not display on the calendar or be deducted from the Quota Balance until MySCEmployee has completed processing information each night.

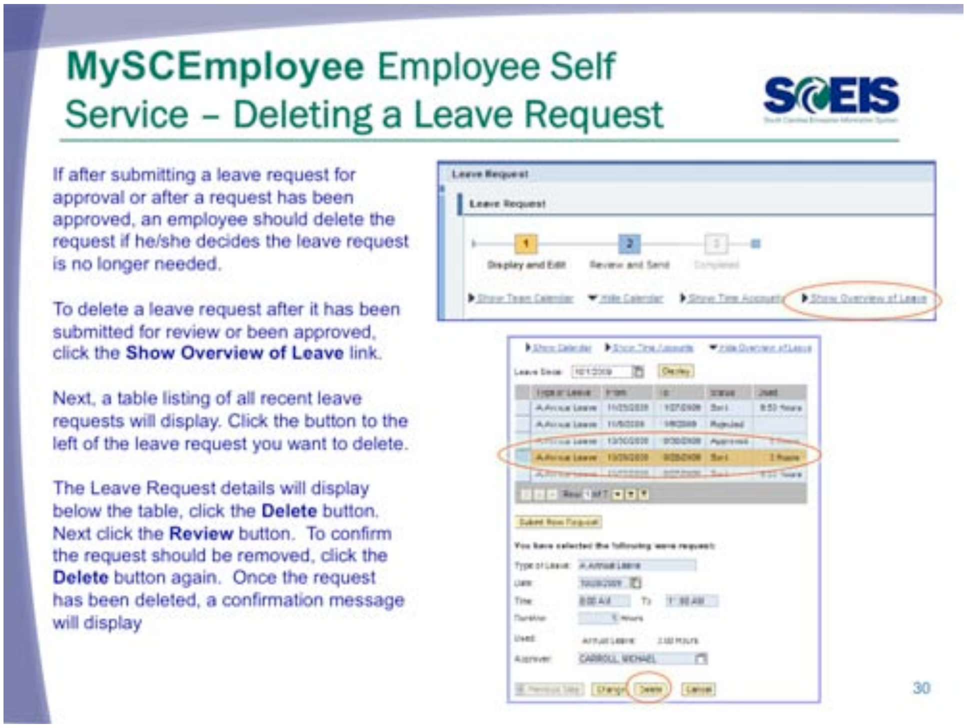

Demonstration
SCEIS
The following demonstrations illustrates the how to enter a leave request. Please click the button below to launch the demonstration.



After submitting a leave request, the status may be viewed by clicking the Show Overview of Leave link. Next, a table listing all recent leave requests is displayed. The table will display the type of leave, the dates, the number of hours used and the status of the request. The status are:

- Sent (approval is still pending)
- Rejected
- Approved

After reviewing the approval status, click the Hide Overview of Leave link to return to the Calendar View.

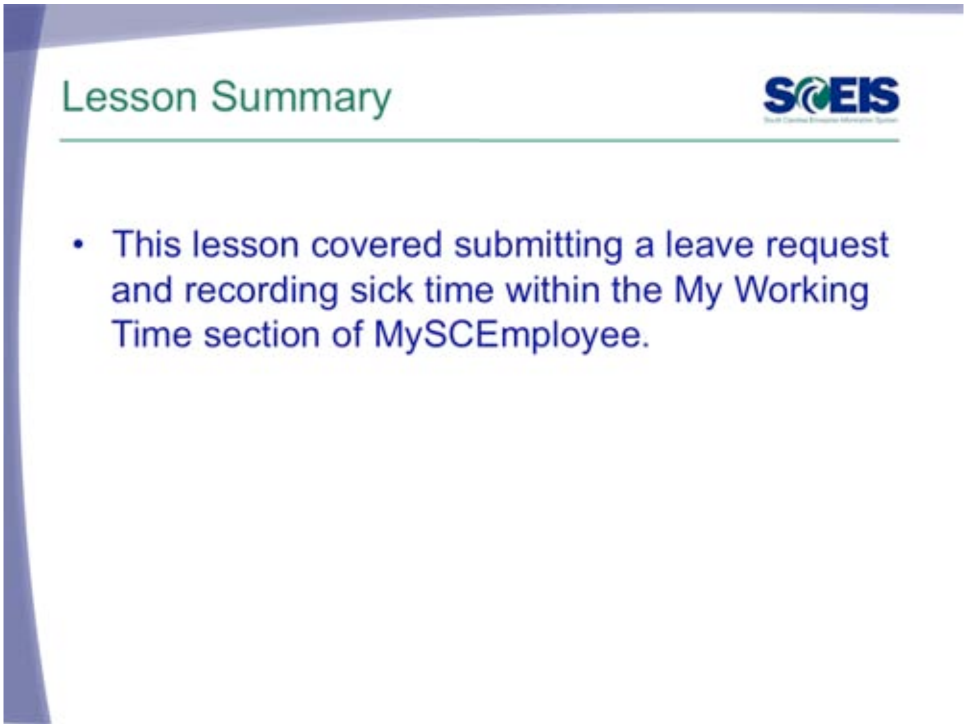


If after submitting a leave request for approval or after a request has been approved, an employee should delete the request if he/she decides the leave request is no longer needed.

To delete a leave request after it has been submitted for review or been approved, click the Show Overview of Leave link.

Next, a table listing of all recent leave requests will display. Click the button to the left of the leave request you want to delete.

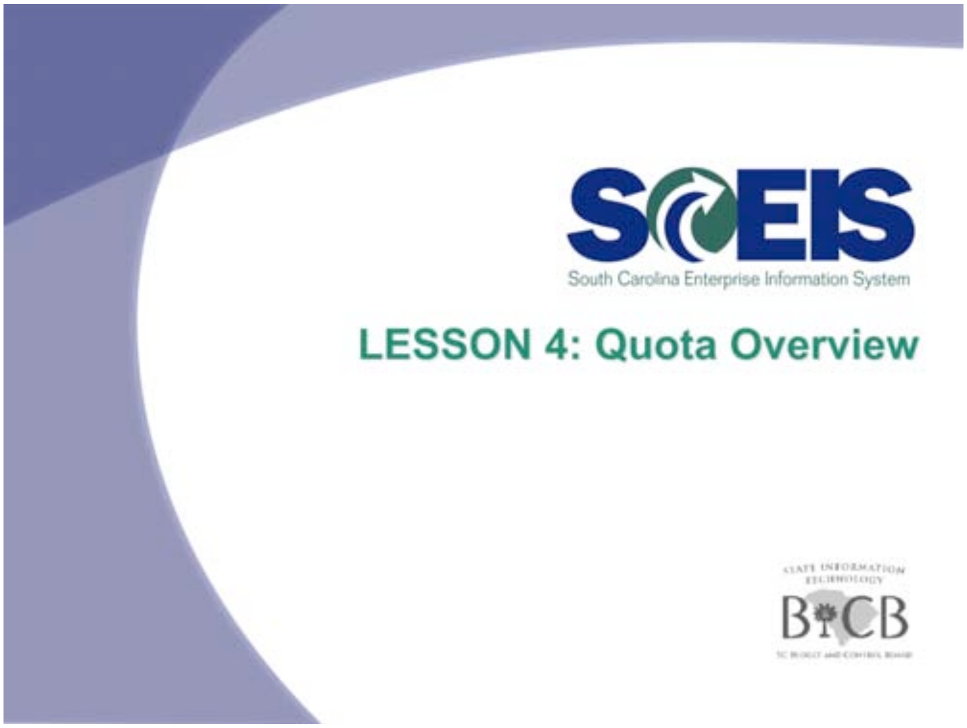
The Leave Request details will display below the table, click the Delete button. Next click the Review button. To confirm the request should be removed, click the Delete button again. Once the request has been deleted, a confirmation message will display



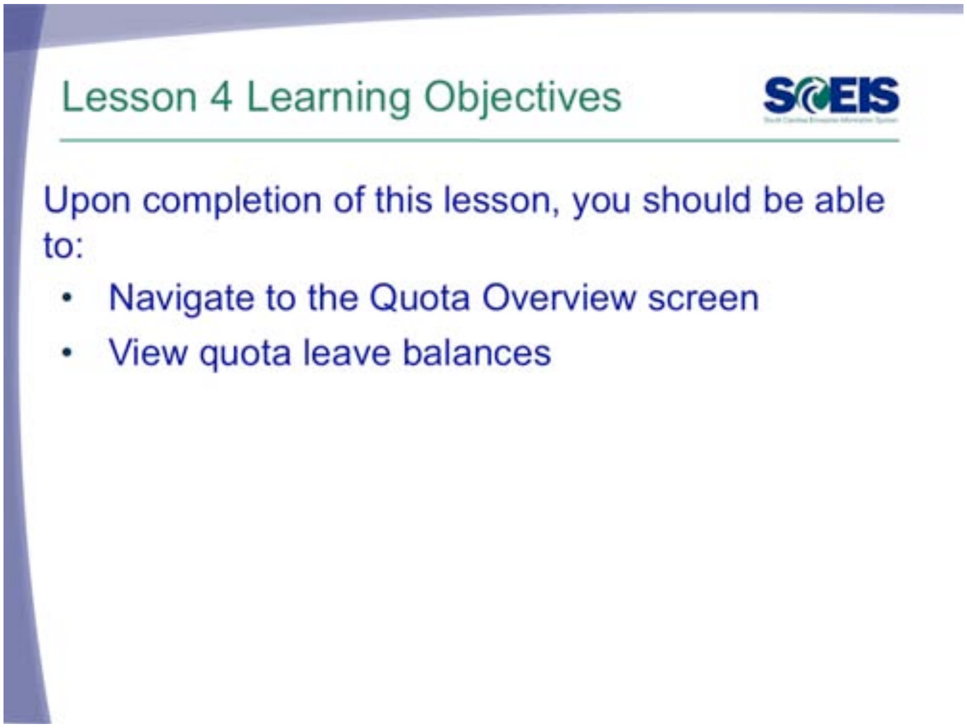
Lesson 3 Summary

You should now be able to:

Understand how to access career information



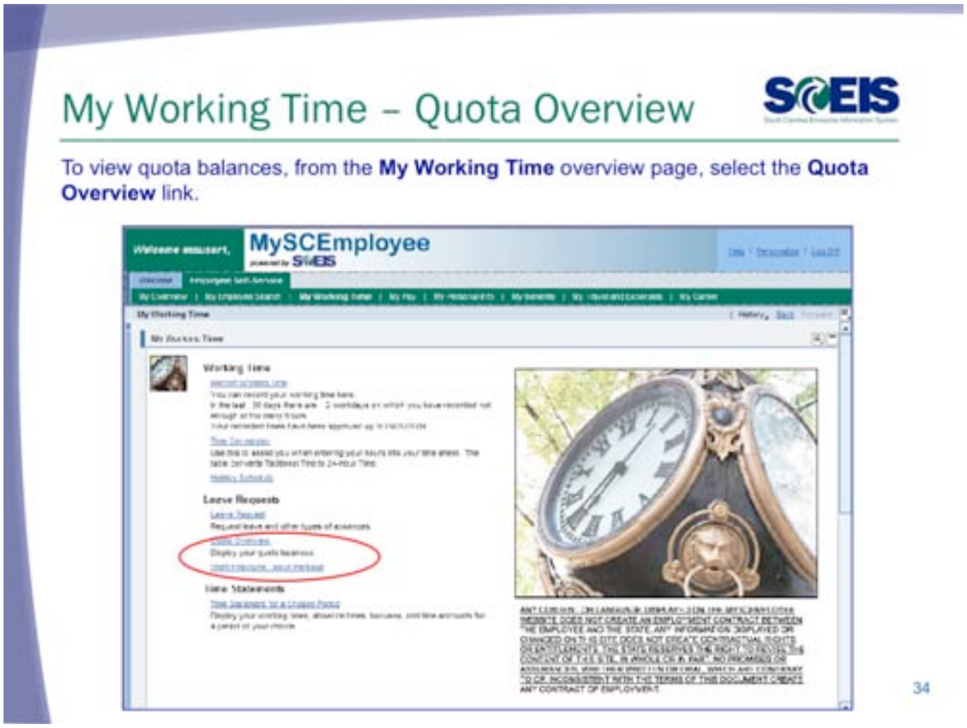
LESSON 4: Quota Overview



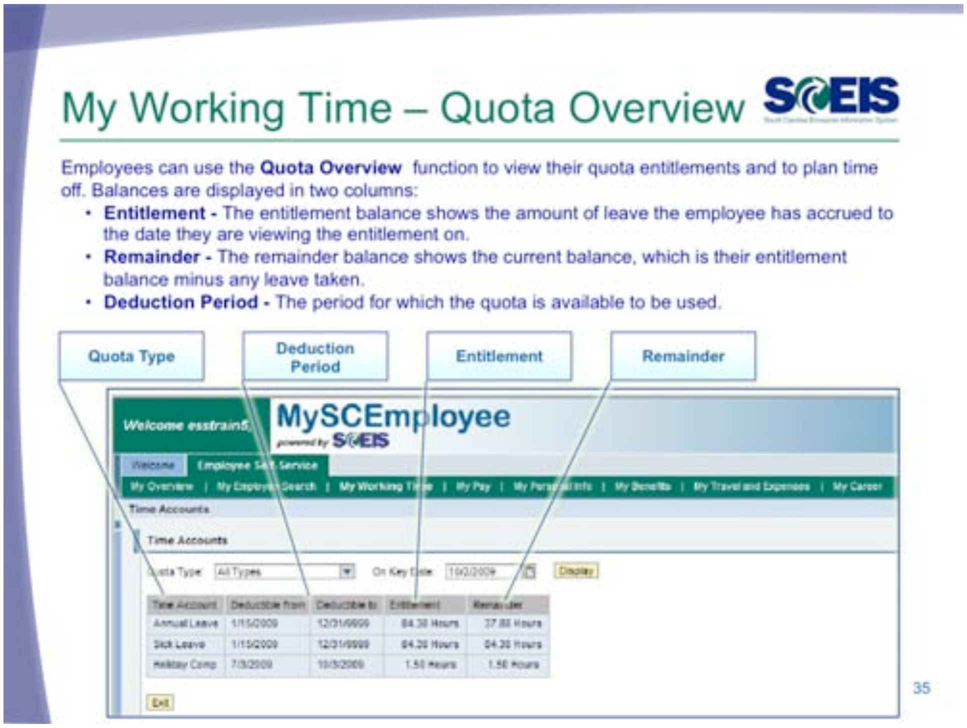
Lesson 4 Learning Objectives

Upon completion of this lesson, you should be able to:

- Navigate to the Quota Overview screen
- View quota leave balances

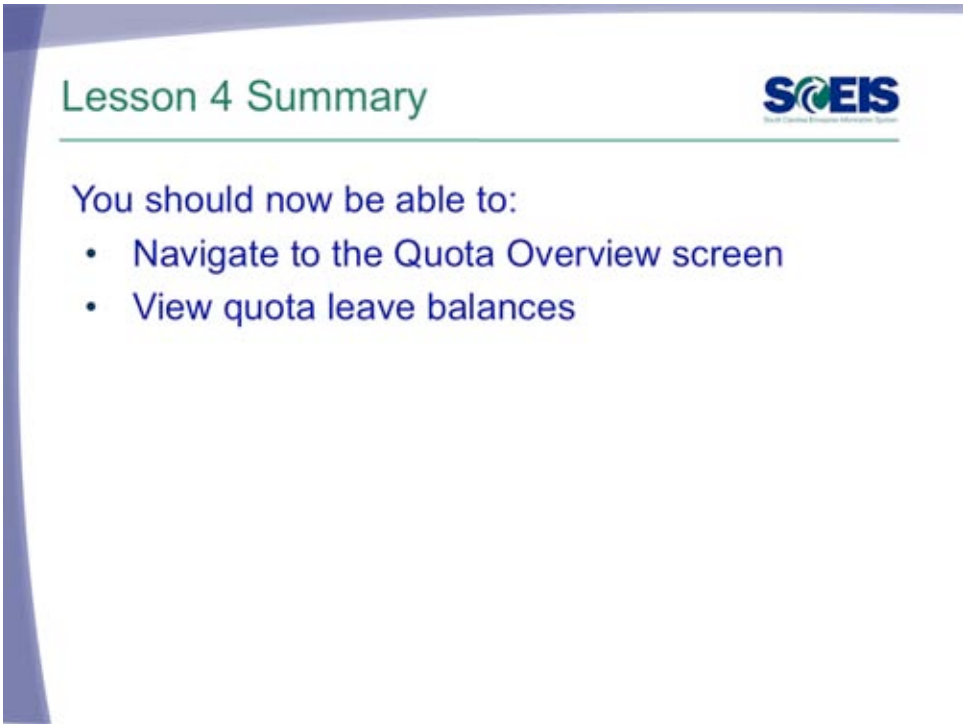


To view quota balances, from the My Working Time overview page, select the Quota Overview link.



Employees can use the Quota Overview function to view their quota entitlements and to plan time off. Balances are displayed in two columns:

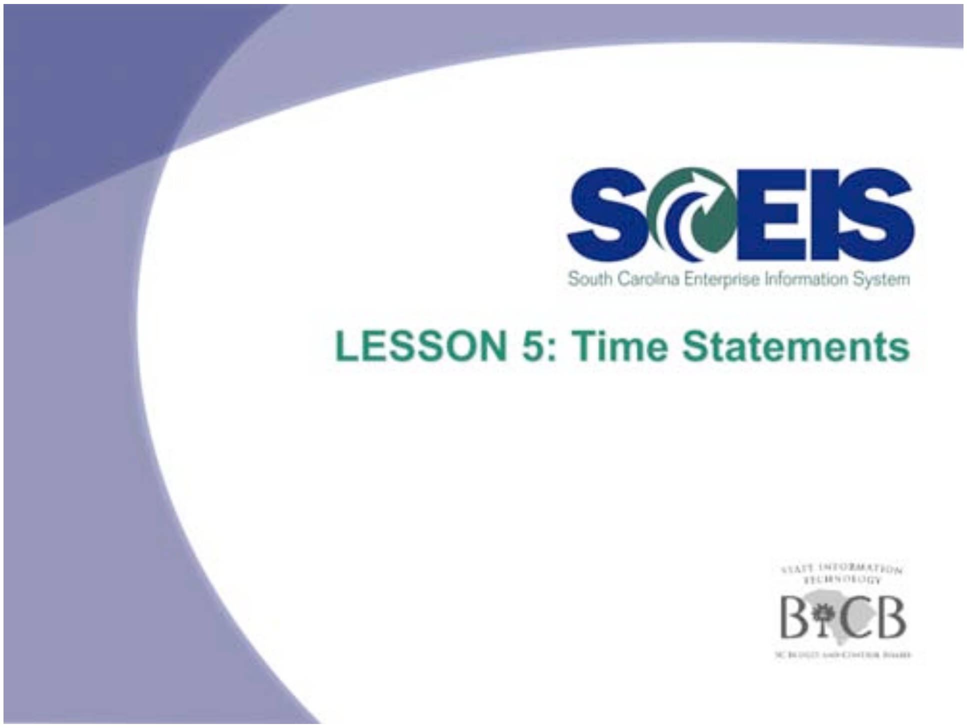
- Entitlement - The entitlement balance shows the amount of leave the employee has accrued to the date they are viewing the entitlement on.
- Remainder - The remainder balance shows the current balance, which is their entitlement balance minus any leave taken.
- Deduction Period - The period for which the quota is available to be used.



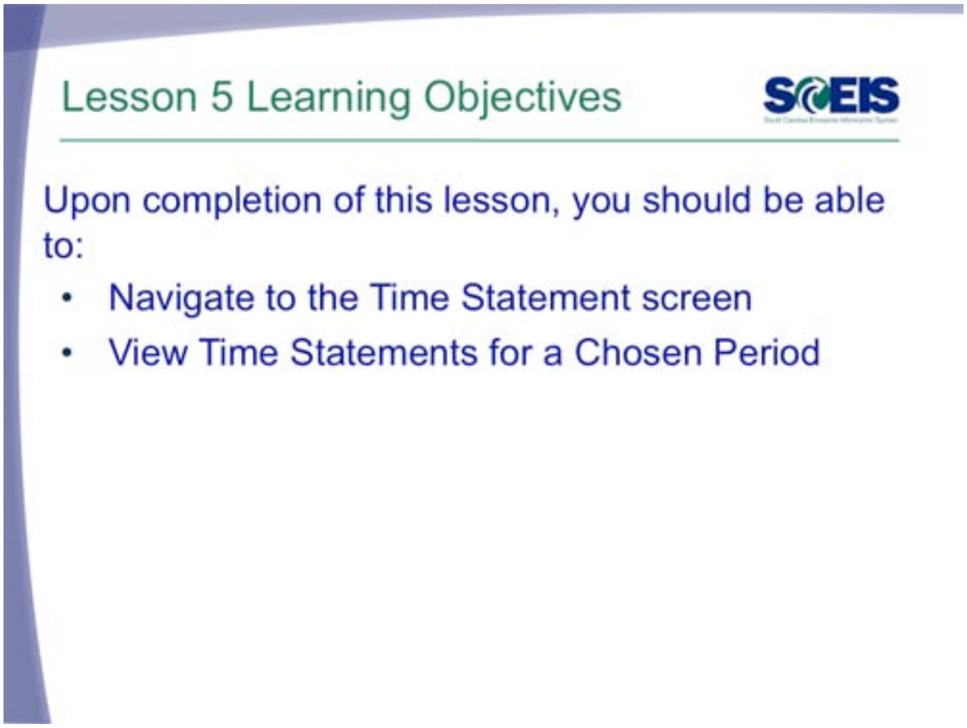
Lesson 4 Summary

You should now be able to:

- Navigate to the Quota Overview screen
- View quota leave balances



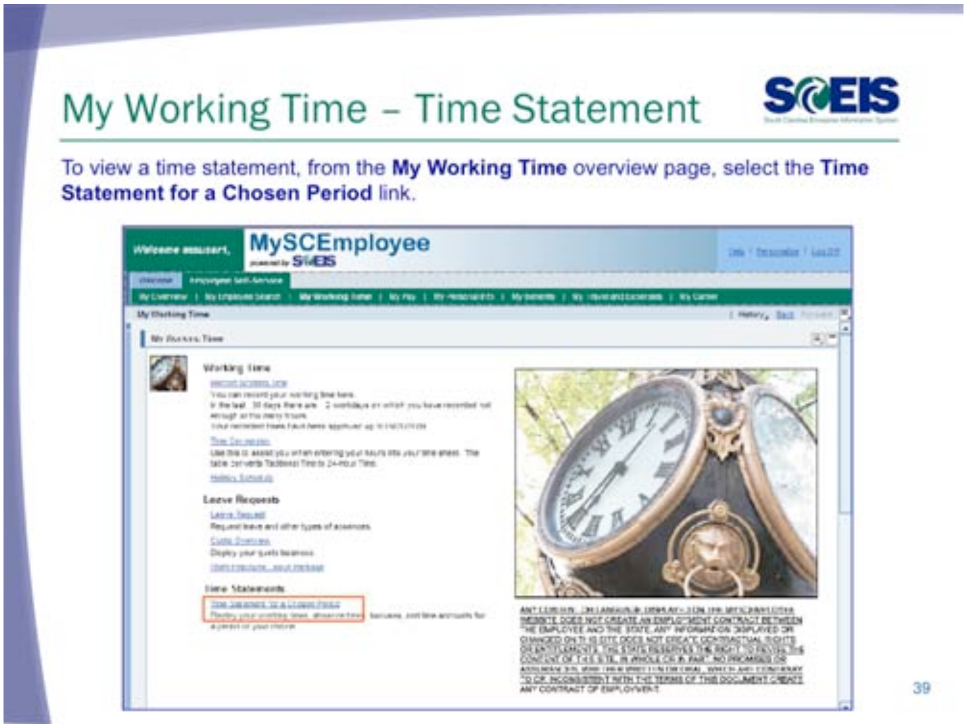
LESSON 5: Time Statements



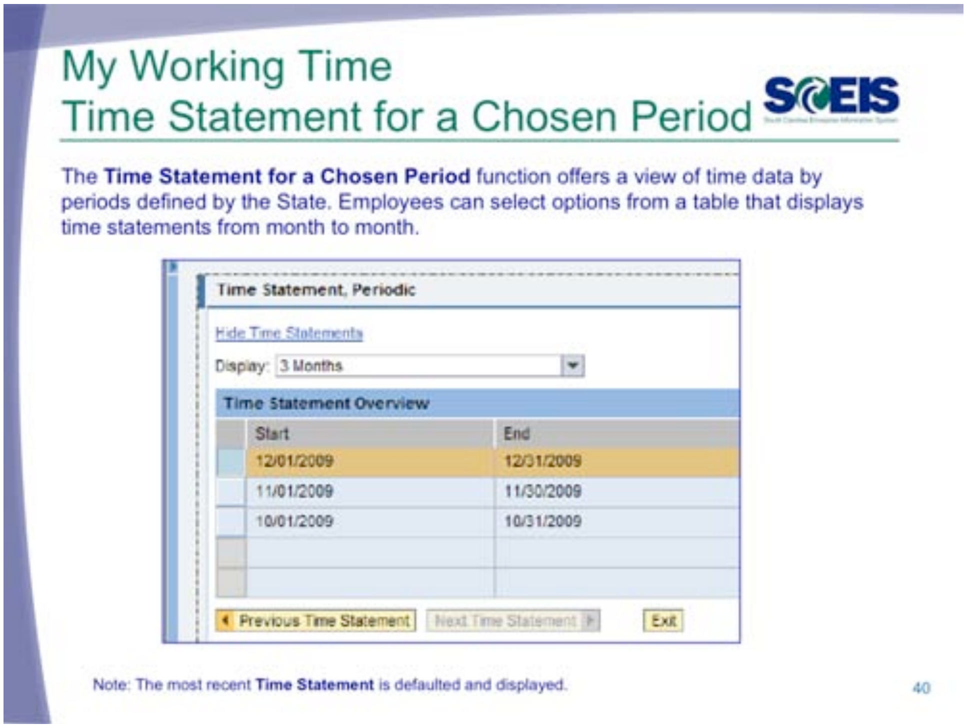
Lesson 5 Learning Objectives

Upon completion of this lesson, you should be able to:

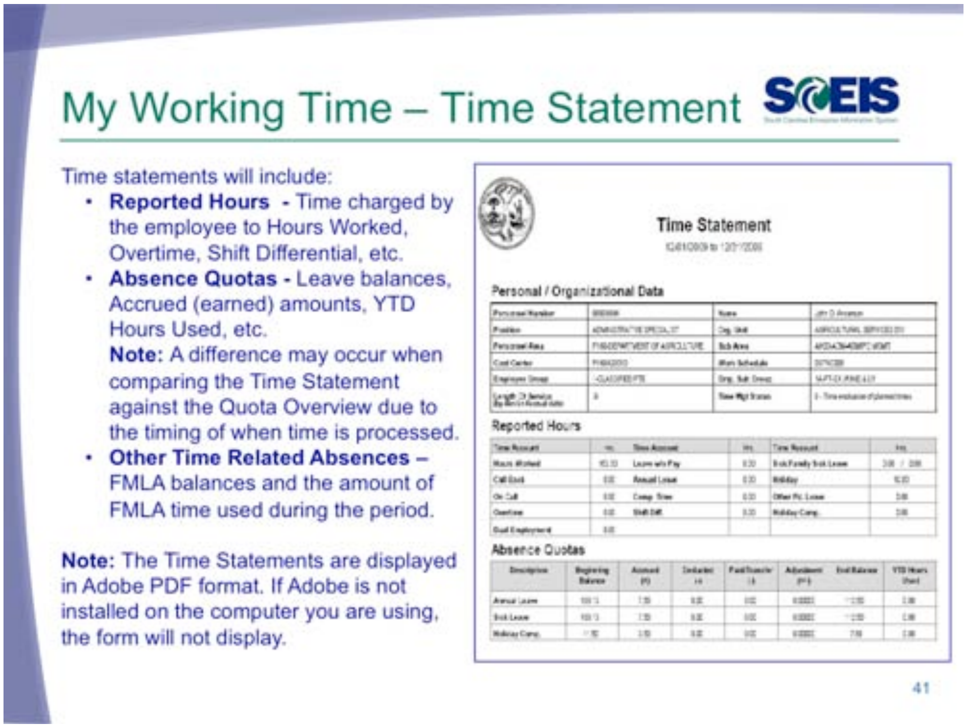
- Navigate to the Time Statement screen
- View Time Statements for a Chosen Period



To view a time statement, from the My Working Time overview page, select the Time Statement for a Chosen Period link.



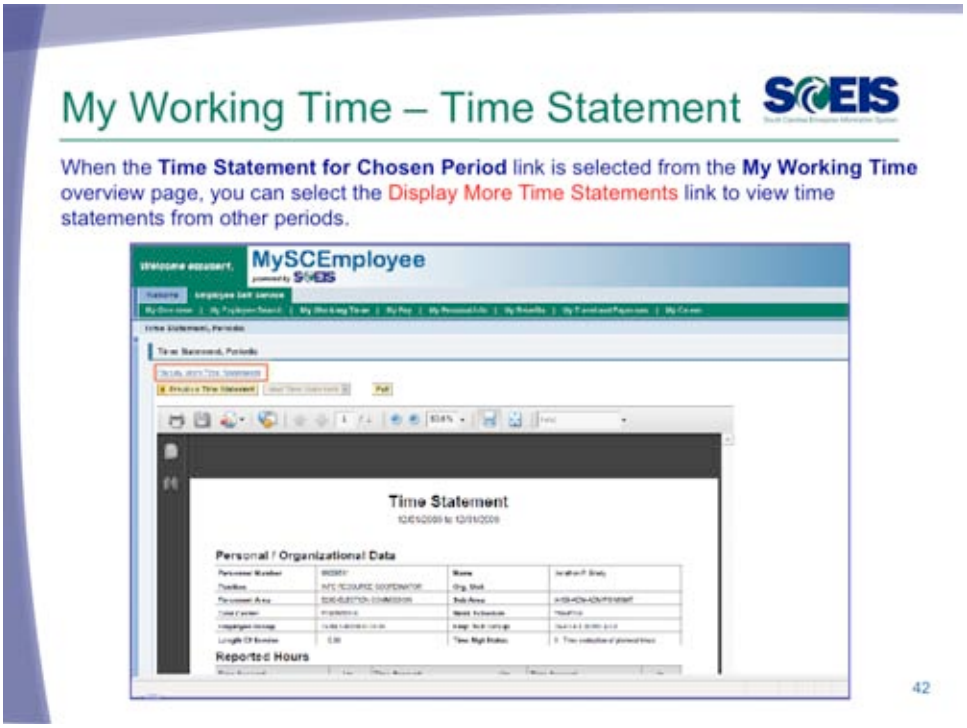
The Time Statement for a Chosen Period function offers a view of time data by periods defined by the State. Employees can select options from a table that displays time statements from month to month.



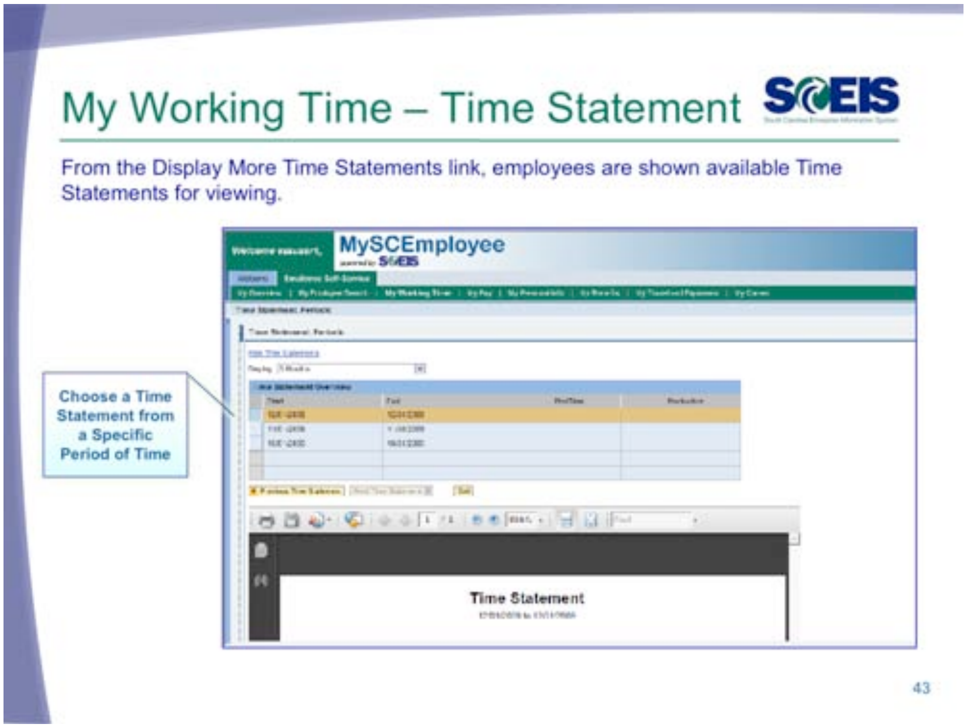
Time statements will include:

- **Reported Hours -** Time charged by the employee to Hours Worked, Overtime, Shift Differential, etc.
- **Absence Quotas -** Leave balances, Accrued (earned) amounts, YTD Hours Used, etc.
  Note: A difference may occur when comparing the Time Statement against the Quota Overview due to the timing of when time is processed.
- **Other Time Related Absences –** FMLA balances and the amount of FMLA time used during the period.

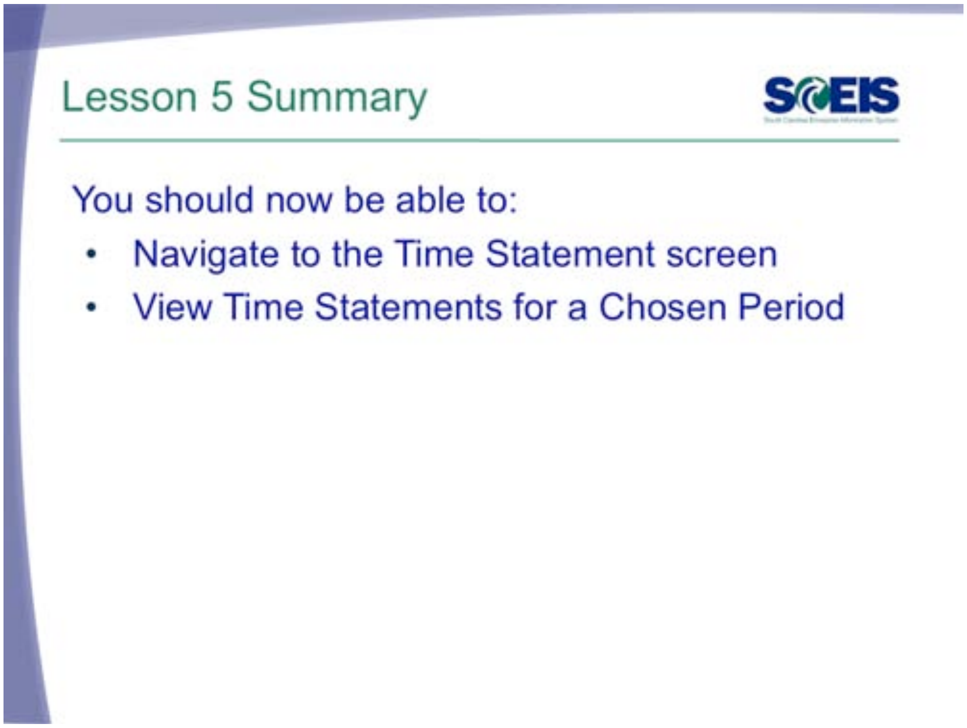
Note: The Time Statements are displayed in Adobe PDF format. If Adobe is not installed on the computer you are using, the form will not display.



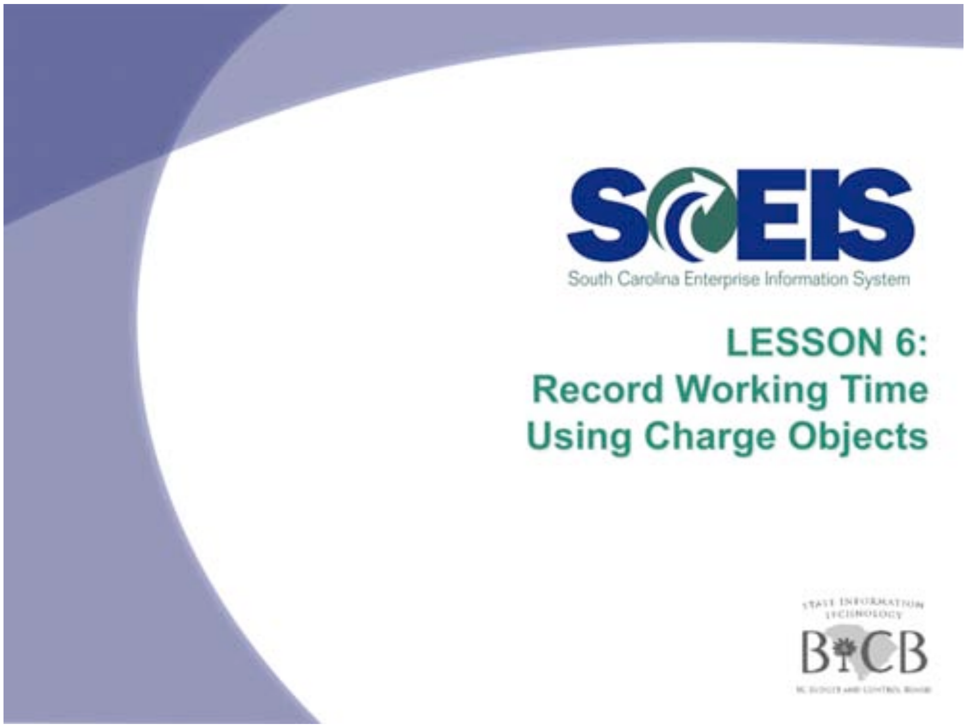
When the Time Statement for Chosen Period link is selected from the My Working Time overview page, you can select the Display More Time Statements link to view time statements from other periods.



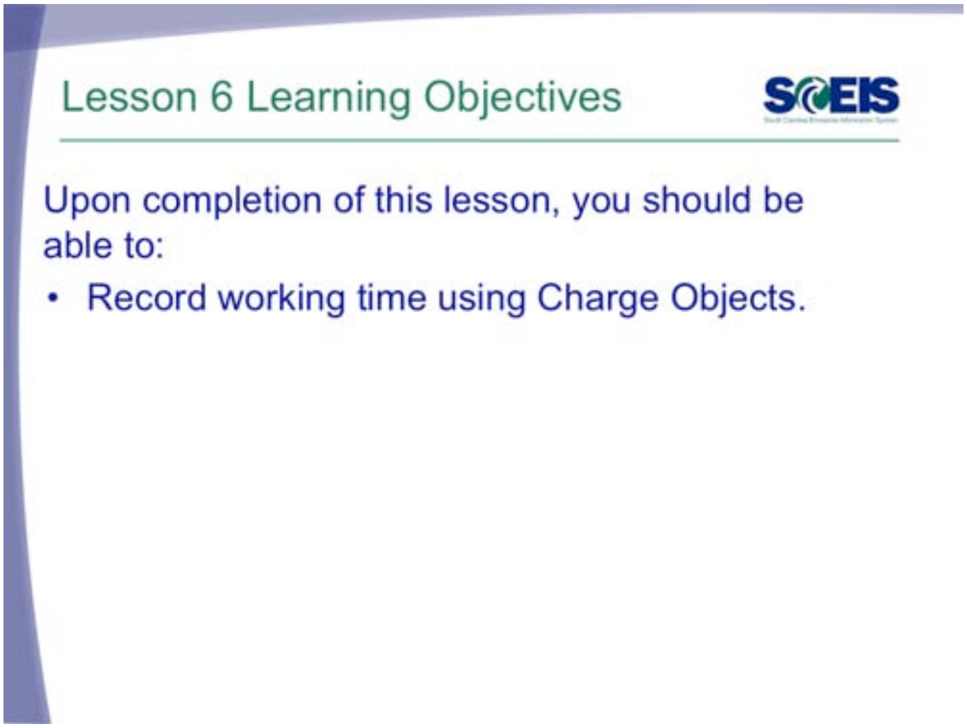
From the Display More Time Statements link, employees are shown available Time Statements for viewing.



Lesson 5 Summary
You should now be able to:
- Navigate to the Time Statement screen
- View Time Statements for a Chosen Period



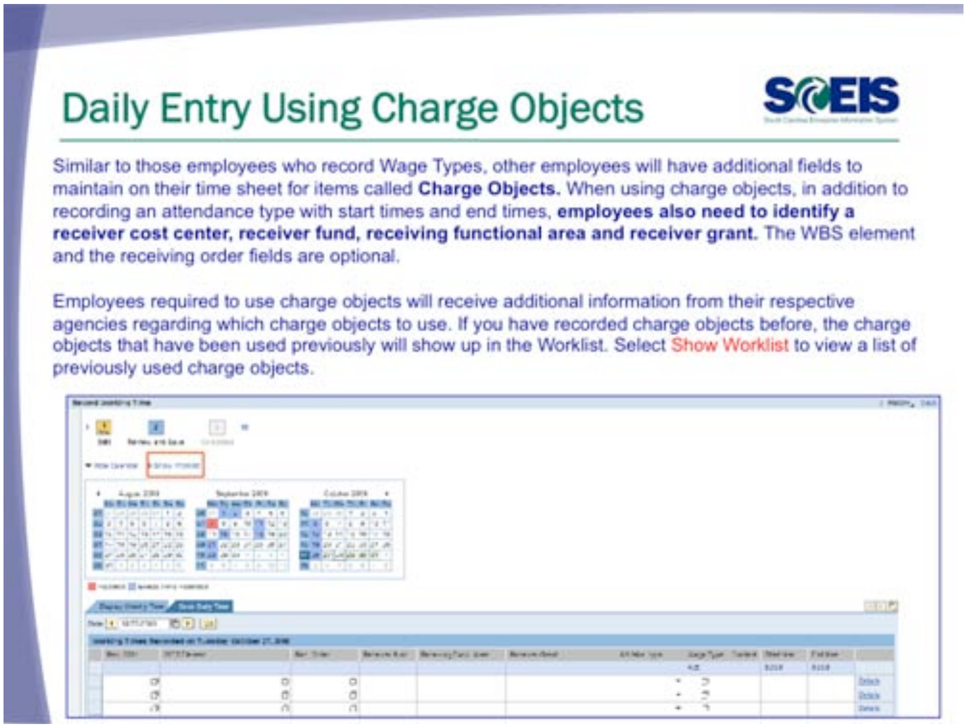
LESSON 6: Record Working Time Using Charge Objects



Lesson 6 – Learning Objectives

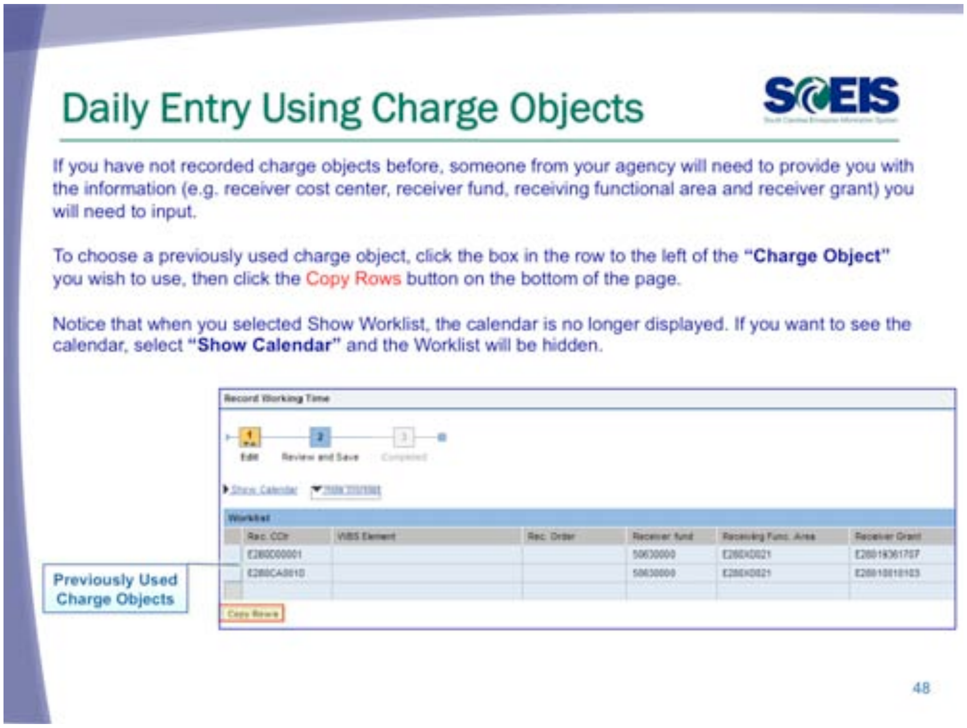
Upon completion of this lesson, you should be able to:

•Record working time using Charge Objects.



Similar to those employees who record Wage Types, other employees will have additional fields to maintain on their time sheet for items called **Charge Objects.** When using charge objects, in addition to recording an attendance type with start times and end times, **employees also need to identify a receiver cost center, receiver fund, receiving functional area and receiver grants.** The WBS element and the receiving order fields are optional.

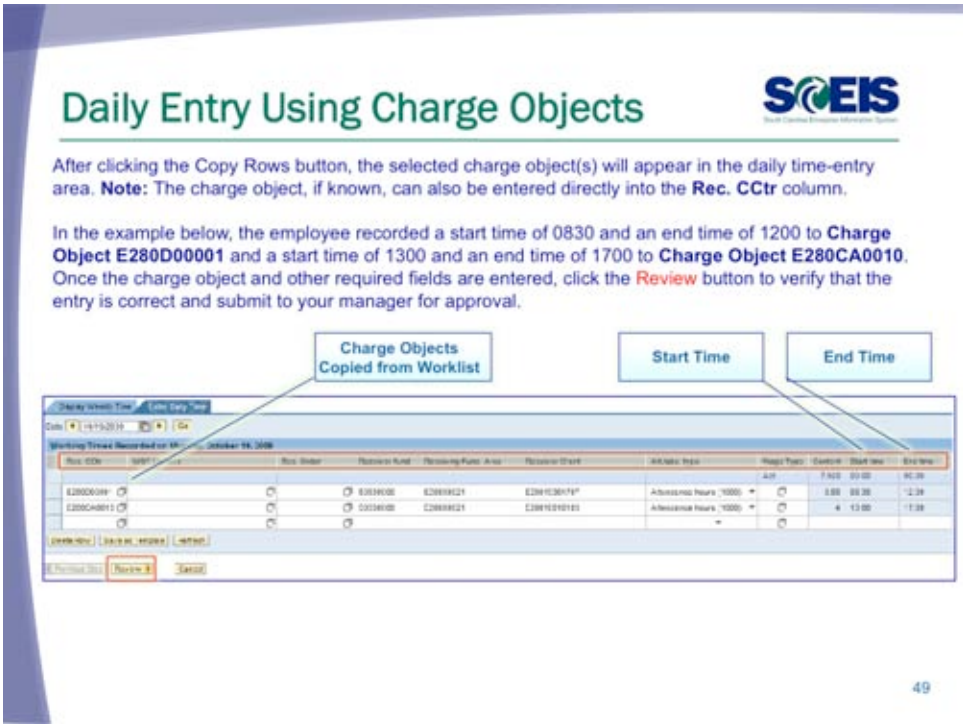
Employees required to use charge objects will receive additional information from their respective agencies regarding which charge objects to use. If you have recorded charge objects before, the charge objects that have been used previously will show up in the Worklist. Select Show Worklist to view a list of previously used charge objects.



If you have not recorded charge objects before, someone from your agency will need to provide you with the information (e.g. receiver cost center, receiver fund, receiving functional area and receiver grant) you will need to input.

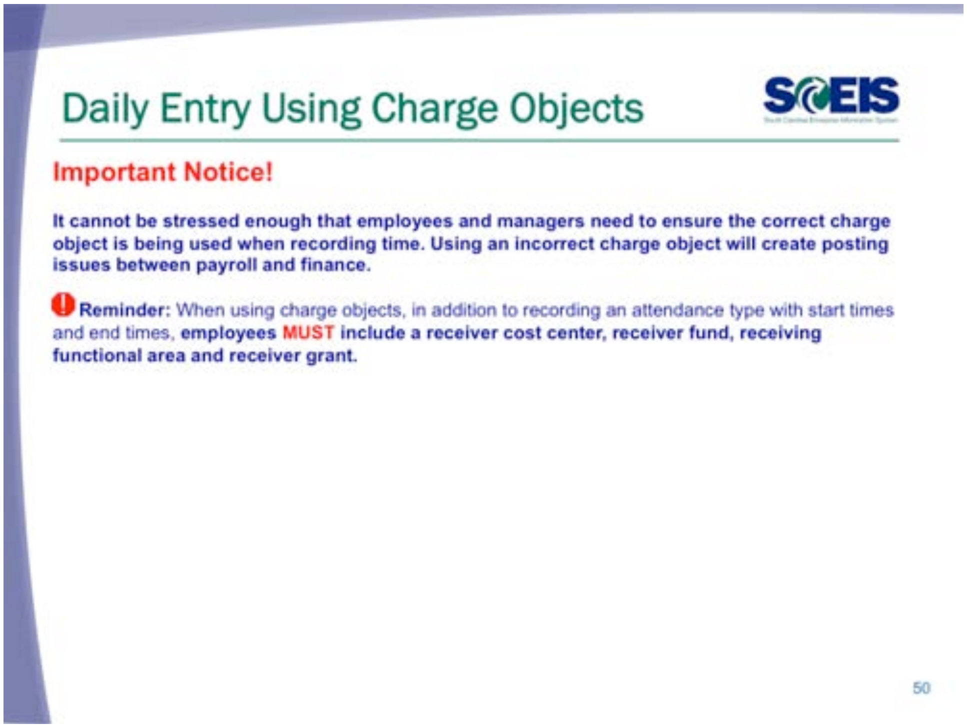
To choose a previously used charge object, **click the box in the row to the left of the Charge Object(s)** you will be using and click the Copy Rows button on the bottom of the page.

Notice that when you selected Show Worklist, the calendar became hidden. If you want to see the calendar, select Show Calendar and the Worklist will be hidden.



After clicking the Copy Rows button, the selected charge object(s) will appear in the daily time-entry area. **Note:** The charge object, if known, can also be entered directly into the **Rec. CCtr** column.

In the example below, the employee recorded a start time of 0700 and an end time of 1200 to **Charge Object E280D0001** and a start time of 1330 and an end time of 1500 to **Charge Object E280CA0010**. Once the charge object and other required fields are entered, click the Review button to verify that the entry is correct and submit to your manager for approval.

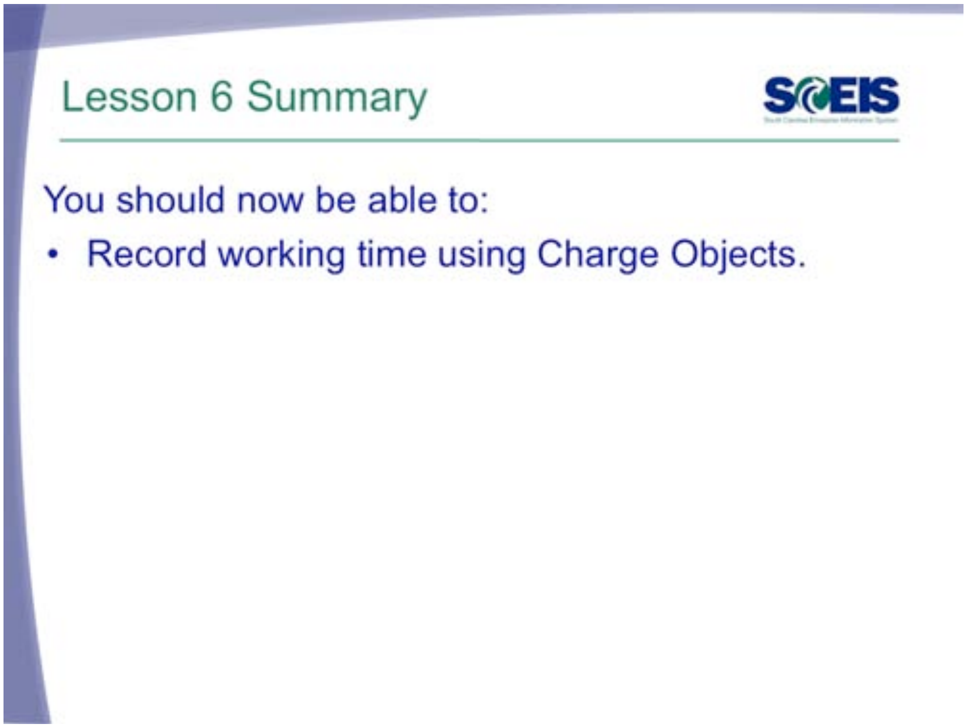


Important Notice!

An employee could conceivably enter a charge object from another agency by conducting a search and inputting the wrong charge object. Currently there are no restrictions in the time-entry system that prevents employees from inputting charge objects used by any other agency.

It cannot be stressed enough that employees and managers need to ensure the correct charge object is being used when recording time. Using an incorrect charge object will create posting issues between payroll and finance.

Reminder: When using charge objects, in addition to recording an attendance type with start times and end times, **employees MUST include a receiver cost center, receiver fund, receiving functional area and receiver grant.**

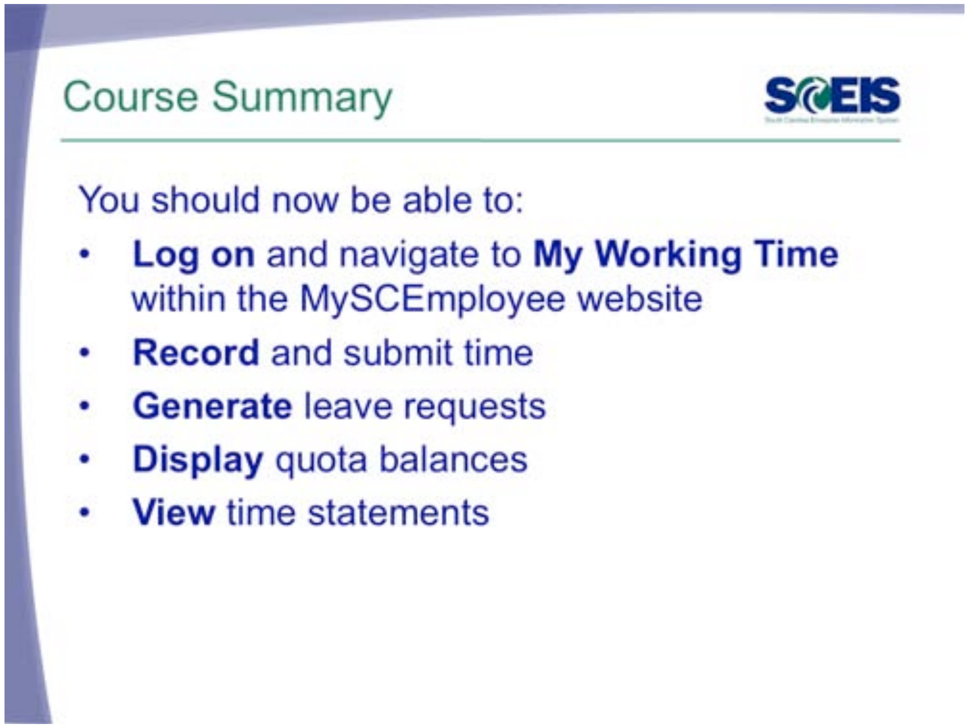


Lesson 6 – Summary

You should now be able to:

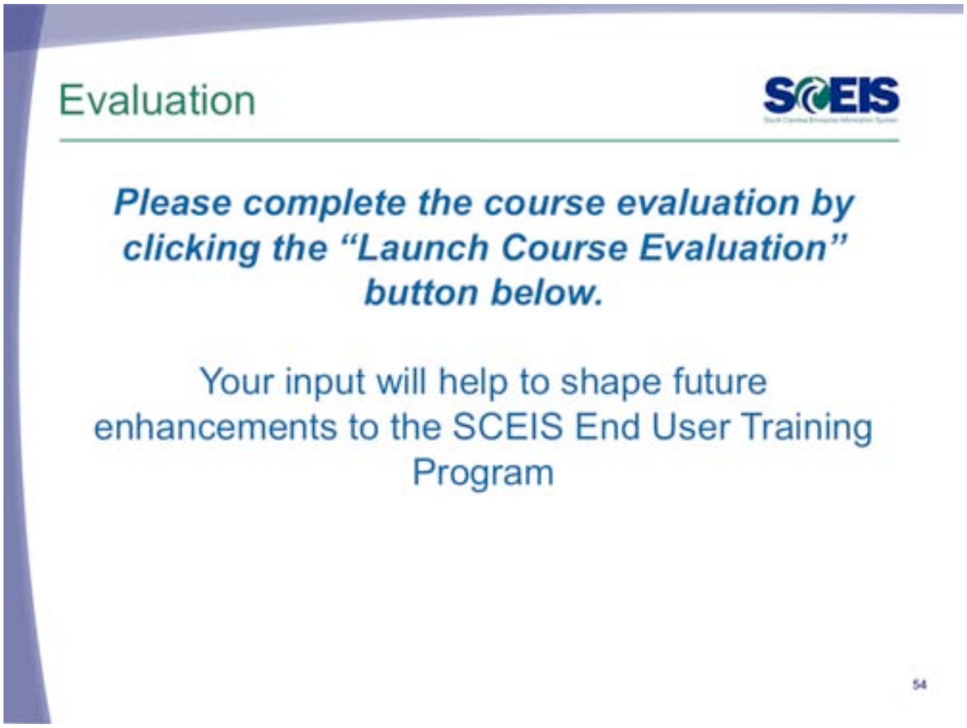
•Record working time using Charge Objects.

Course Summary



You should now be able to:

- **Log on** and navigate to **My Working Time** within the MySCEmployee website
- **Record** and submit time
- **Generate** leave requests
- **Display** quota balances
- **View** time statements



Please complete the course evaluation by clicking the “Launch Course Evaluation” button below.
Your input will help to shape future enhancements to the SCEIS End User Training Program

